Clock Real Time

Computer Based Time Clock Solution

User Guide ▪ Owner's Manual ▪ Help Files

KNESON SOFTWARE

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Get started fast!

If Clock Real Time is already installed, go to Quick Start beginning on page 21

System Requirements

HARDWARE

- Intel® Pentium® or equivalent 233-megahertz (MHz) processor or faster (300 MHz is recommended)
- 128MB of RAM (256MB recommended for large databases)
- Up to 90MB of available hard-disk space
- Video adapter and monitor with Super VGA (800 x 600)or higher resolution
- At least one available USB 1.1 or above connection port
- CD-ROM or DVD-ROM drive (for installing software)
- Network card and TCP/IP required for accessing network (remote) databases
- Printer - any Windows compatible printer (1 MB memory required for laser printers) for printing reports

SOFTWARE

- Microsoft® Windows® XP Professional or Home Edition (Service Pack 1 or 2); Microsoft Windows 2000 (Service Pack 2, 3 or 4); Windows Tablet PC Edition; Windows 2003 Server; Windows NT (Service Pack 6 or 6a), Windows Vista (Service Pack 1 or 2), Windows 7
- Microsoft Internet Explorer 7 or 8, Firefox 2 or 3
- Adobe Reader (for reading included documentation)

License Agreement

Single User License Agreement

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PLEASE READ THIS AGREEMENT BEFORE USING THIS SOFTWARE PACKAGE. IF YOU OPEN THIS SOFTWARE EXECUTABLE OR KEEP IT FOR MORE THAN THIRTY (45) DAYS, YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT.

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Installation and Setup

Your Clock Real Time installation may vary, depending on how many locations you are setting up for scanning and monitoring, the number of computers that will be used for and accessing your time and attendance system, and your network setup and database location.

This section describes the initial or "typical" Starter bundle setup.

Typical Installation

This section describes installing for the first time on a Stand Alone Computer.

Installation Steps

STEP 1: LOG IN AS ADMINISTRATOR

Log in as Administrator if you are not already. You will have to reboot to complete this step.
NOTE: If you are installing on Windows XP go to Step 5.

STEP 2: WINDOWS 7 AND WINDOWS VISTA USERS: TURN OFF USER ACCOUNT CONTROL (UAC)

User Account Control (UAC) must be turned off *while* logged in as Administrator. The simple steps to turn off UAC are here:

WINDOWS 7 VIDEO LINK – CLICK HERE:

http://www.youtube.com/watch?v=t3d1p9qe9co

WINDOWS VISTA STEPS LINK – CLICK HERE:

http://www.imagener.com/vista/

STEP 3: INSTALL SOFTWARE AND *REBOOT*

Insert the Clock Real Time CD-ROM into the drive.

A. If setup does not begin automatically:

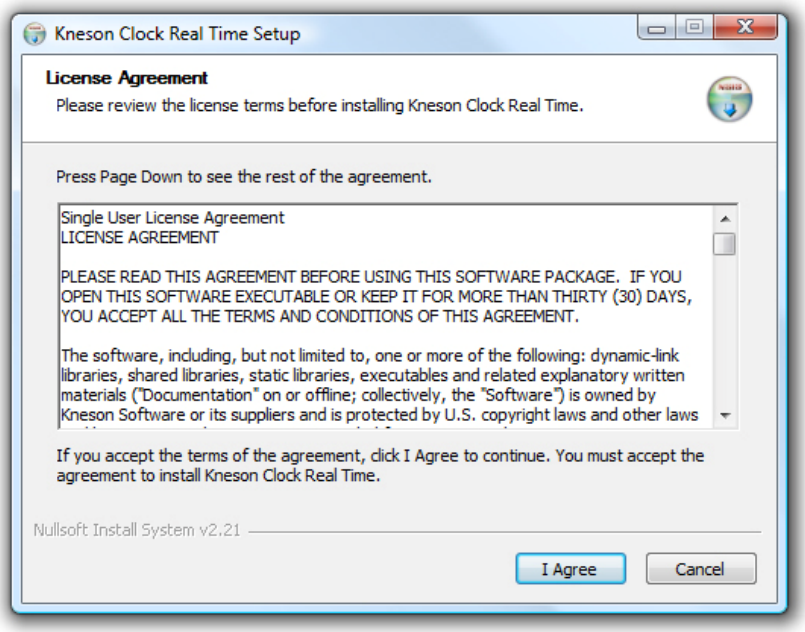
   a. From the desktop, select Start > Run.

   b. In the *Open* field, type ***D:\Setup.exe***[1] Click *OK*.

The Kneson Clock Real Time wizard appears.

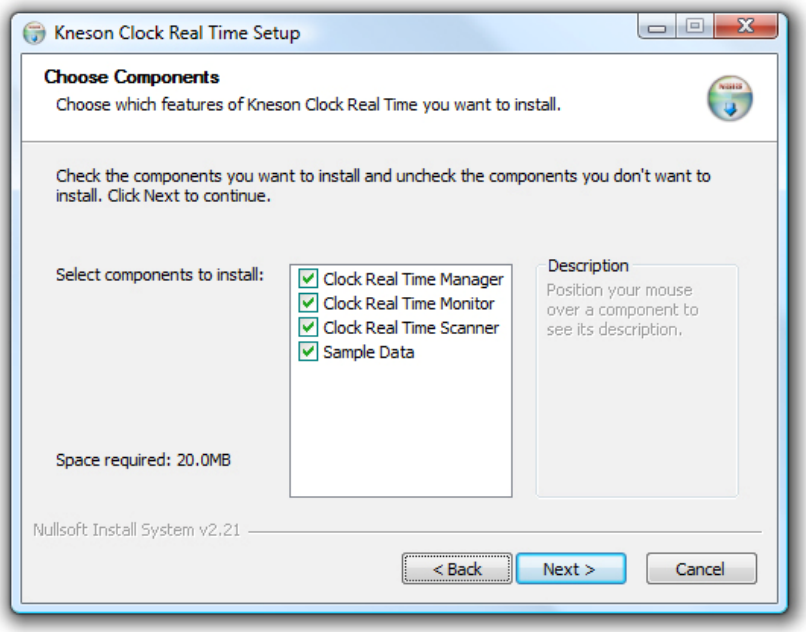
Just follow the wizard – what follows are the wizard screens you will see on screen.

SKIP TO STEP 4.

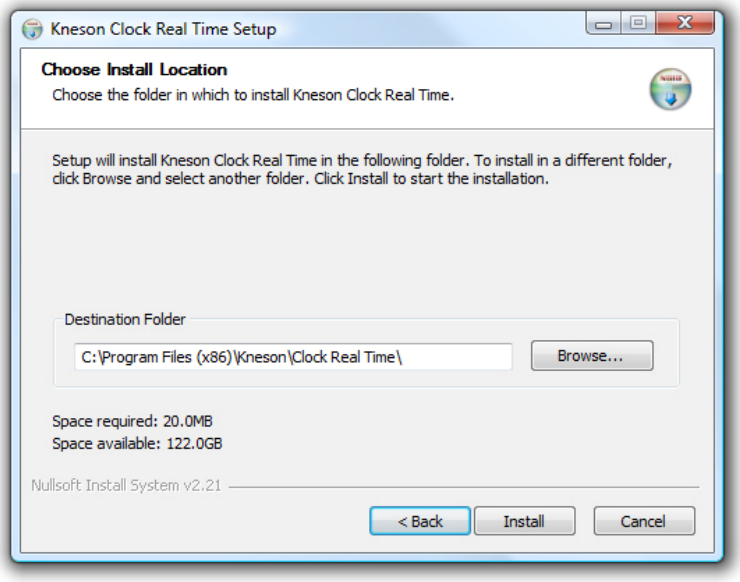


B. Once the License Agreement screen appears, read the agreement carefully using the side scroll bars to move up and down, then click *'I Agree*.' The Clock Real Time components screen then appears:

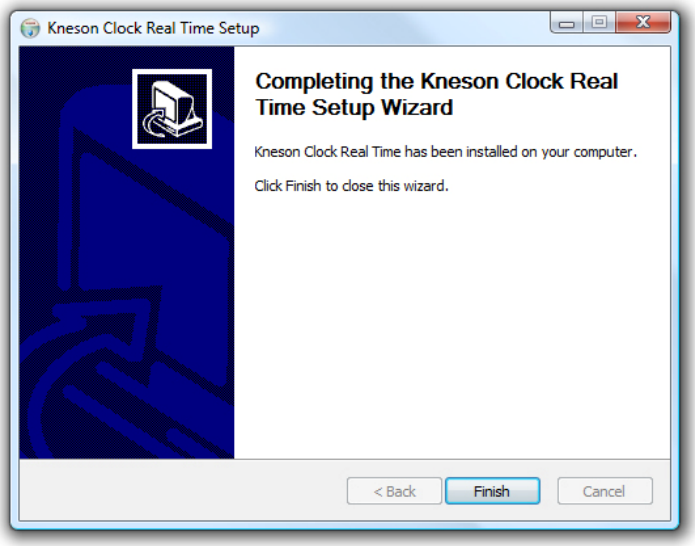
[1] This assumes your computer's CD-ROM drive is designated with a D: letter. Adjust accordingly if it is different on your system.



C. Check the components you are installing this session. You will use this CD to install additional licenses in the future, but for the first installation, make sure all components are selected. Click '*Next*.' The Choose Install Location Screen appears.



D. Setup suggests a default folder to install the Clock Real Time components. For future additions to your system or for network installations, the value in the Destination Folder is likely to be different, but for now it is recommended to use the default suggested directory and click '*Install*.' You will see the progress of the components installing, then the Completion Screen appears.



E. Click 'Finish' to complete Clock Real Time installation.

STEP 4: DISABLE FIREWALL SOFTWARE

Make sure you are not behind a firewall until you are activated.

STEP 5: CONNECT TO THE INTERNET

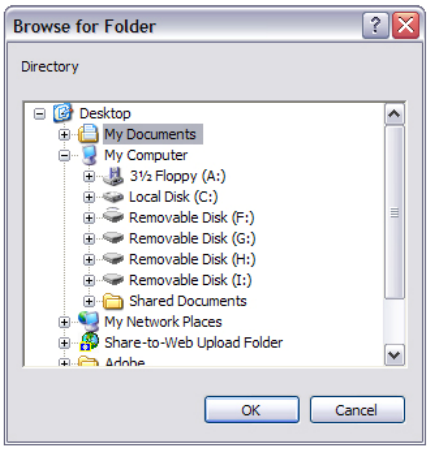
You must be online (connected to the internet) before activating your license.

STEP 6: CHOOSE DATA DIRECTORY

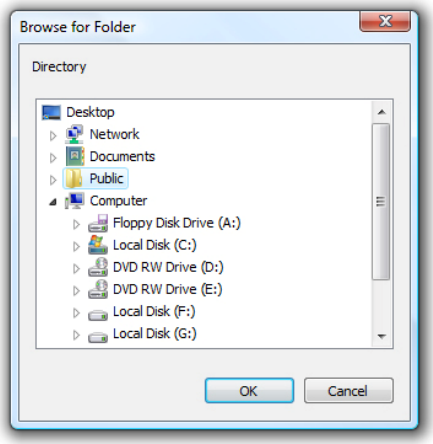
IMPORTANT: When starting for the very first time you may see a message pop up at this point asking you where you want to store the database files. Clock Real Time needs to create the following database files:

Name	Size	Type	Date Created
ActiveCard.dat	128 KB	ISO File	3/14/2008 6:43 PM
CardType.dat	96 KB	ISO File	3/14/2008 6:43 PM
Clock.dat	128 KB	ISO File	3/14/2008 6:43 PM
Contract.dat	96 KB	ISO File	3/14/2008 6:43 PM
ContractBreak.dat	64 KB	ISO File	3/14/2008 6:43 PM
Department.dat	96 KB	ISO File	3/14/2008 6:43 PM
Holiday.dat	64 KB	ISO File	3/14/2008 6:43 PM
Leave.dat	128 KB	ISO File	3/14/2008 6:43 PM
LeaveType.dat	96 KB	ISO File	3/14/2008 6:43 PM
Location.dat	96 KB	ISO File	3/14/2008 6:43 PM
Person.dat	160 KB	ISO File	3/14/2008 6:43 PM
Position.dat	96 KB	ISO File	3/14/2008 6:43 PM
RoundIn.dat	96 KB	ISO File	3/14/2008 6:43 PM
RoundOut.dat	96 KB	ISO File	3/14/2008 6:43 PM

The files listed above are necessary for program operation. If you see a box to browse to directories like the following choose the directory where you installed Clock Real Time:



Browse for folder on Windows XP™



Browse for folder on Windows Vista® or Windows 7®

LOCAL: If Clock Real Time is going to be run from one computer at one station, ***POINT TO THE DIRECTORY WHERE YOU INSTALLED, locally:***

`C:\Program Files\Kneson\Clock Real Time.`

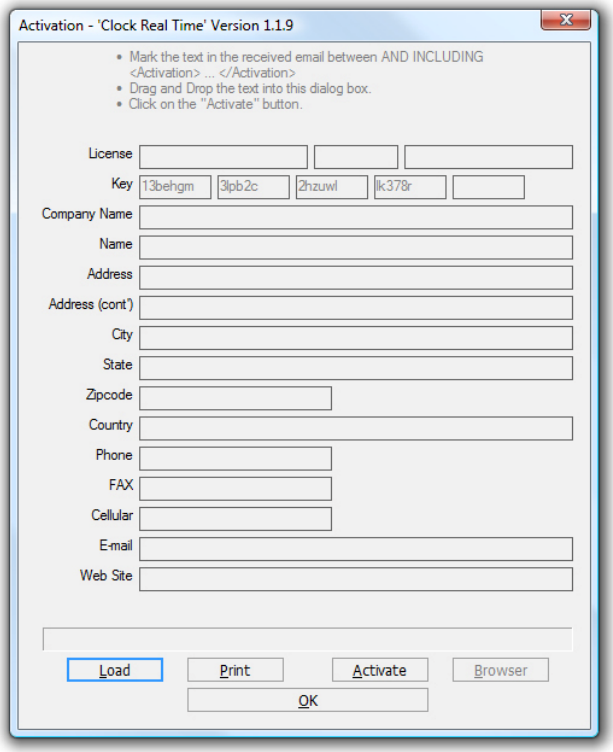
NETWORK: If Clock Real Time data needs to be accessed across a local network ***for example if you want to install Clock Real Time Monitor on a remote computer or install more than one clock-in / clock-out location POINT TO THE DIRECTORY WHERE YOU INSTALLED on your network:***

`N:\Kneson\Clock Real Time.`

… where **`N:`** is the network path where you want to store Clock Real Time data and **`:\Kneson\Clock Real Time`** is just a suggestion to assist identification.. Remember, this location can be ***anywhere*** and you should note where it is.

STEP 7: ACTIVATE CLOCK REAL TIME

After choosing the data directory an activation screen will appear like the following:



You will need your activation files to activate. They are located on your installation CD with the following names:

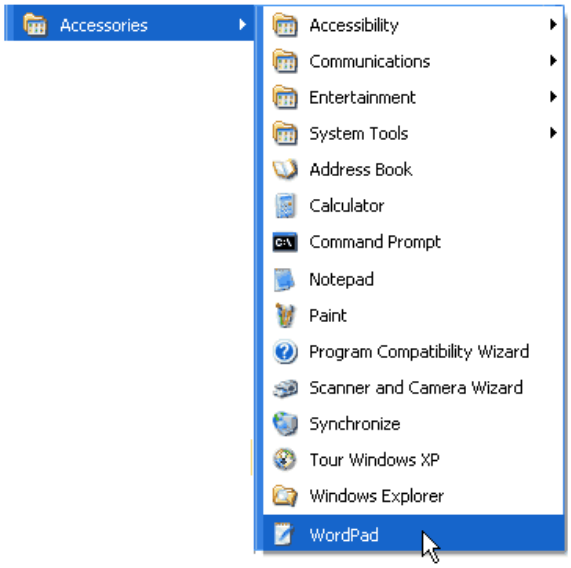
D:\CRT_MANAGER_[order number].txt
D:\CRT_MONITOR_[order number].txt
D: \CRT_SCANNER_[order number].txt

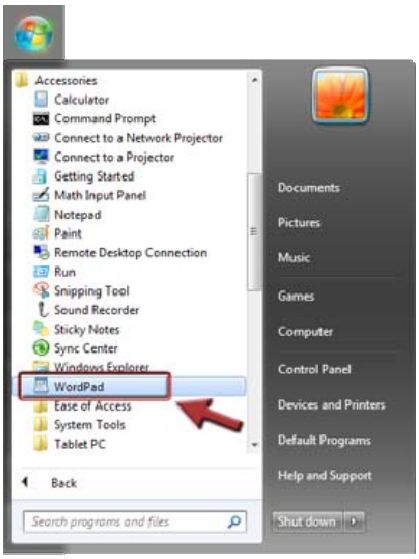
Locate these files and open them in Wordpad.

ALL WINDOWS COMPUTERS HAVE WORDPAD.

DO NOT USE NOTEPAD **FOR THIS STEP.**

To start WordPad, go to Start, Programs, Accessories, WordPad.





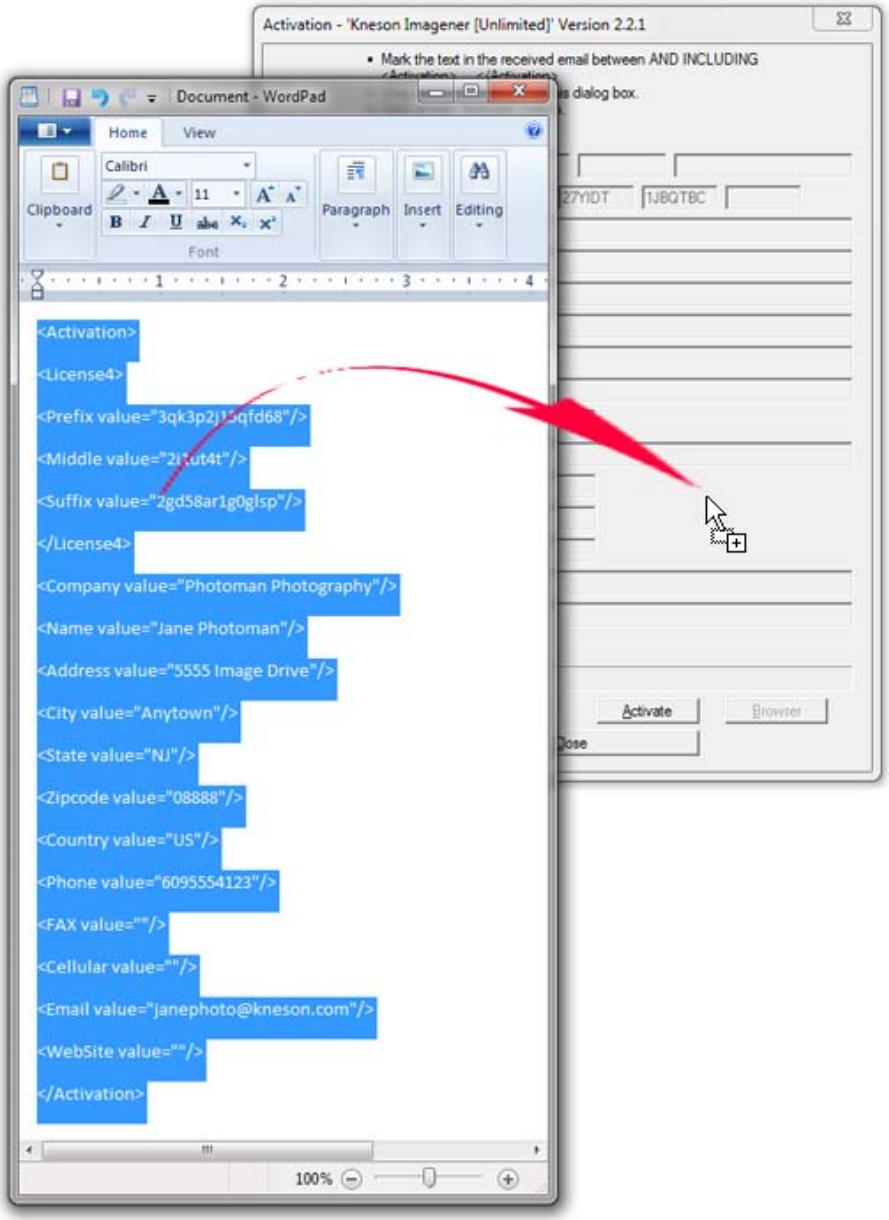
STEP 8: SHOW ACTIVATION CODE AND ACTIVATION WINDOW ON SCREEN AT THE SAME TIME

Arrange your screen so that you can view at least part of the Activation window and ALL of the Activation code in Wordpad at the same time.

STEP 9: HIGHLIGHT, DRAG AND DROP ACTIVATION CODE ONTO ACTIVATION SCREEN.

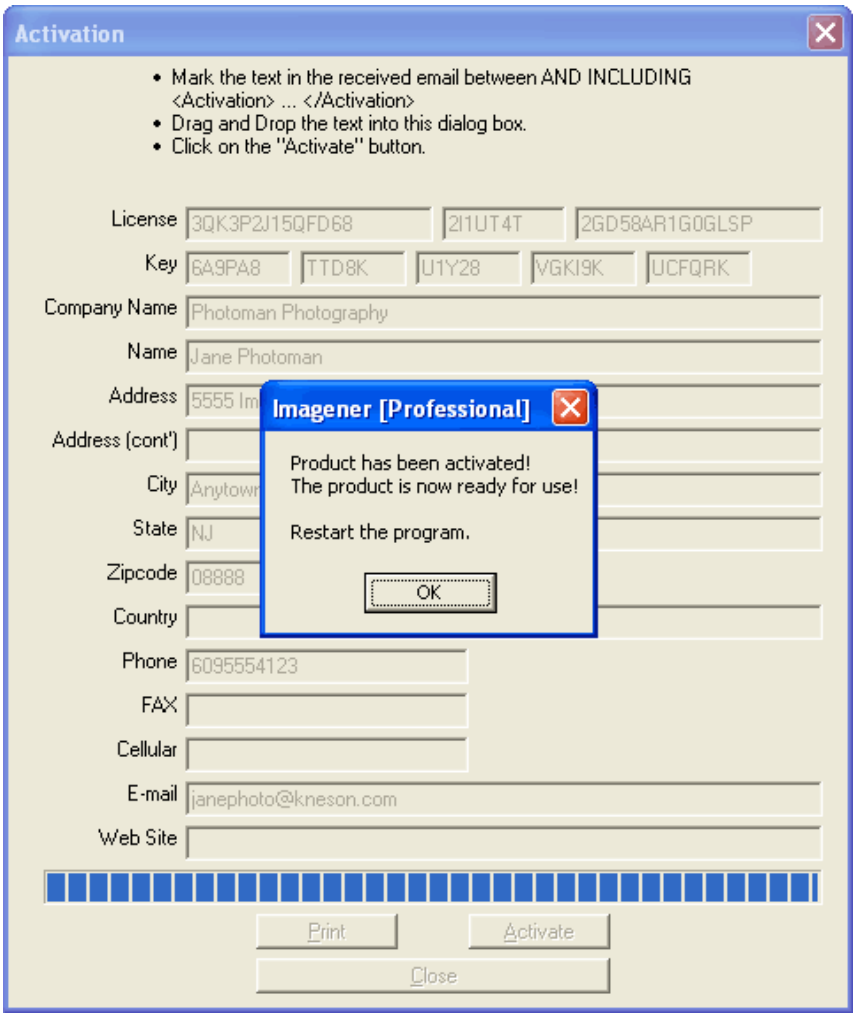
With your mouse, highlight all of the Activation code from the **<Activation>** tag to the **</Activation>** tag, INCLUDING both <Activation> and </Activation> (start and include the < in <Activation> and include the ending > in </Activation>).

Once all the Activation code is highlighted, holding down the left mouse button **on top of the highlighted text** (making sure that ALL of the text remains highlighted) drag over to anywhere in the Activation window. The cursor should change as shown below:



STEP 10: RELEASE THE LEFT MOUSE BUTTON.

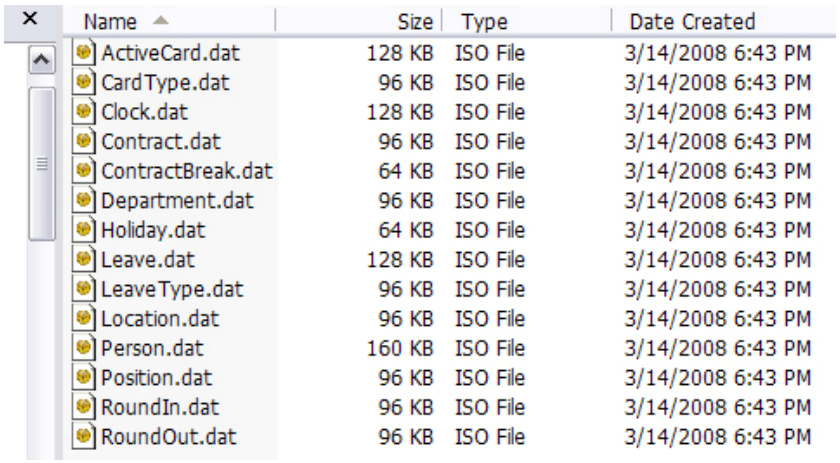
All of the Activation field windows should proceed automatically. You will see the following window:



STEP 11: CLICK 'OK' AND RESTART THE PROGRAM.

Once activated, the activation box will disappear without further instruction. Simply restart the program - CRT Manager, CRT Monitor, or CRT Scanner that you just activated. You must activate all three components to use them which is why there are three license files on the installation CD.

IMPORTANT: When starting for the very first time you may see a message pop up and ask you where you want to store the database files. Clock Real Time needs to create the following database files:



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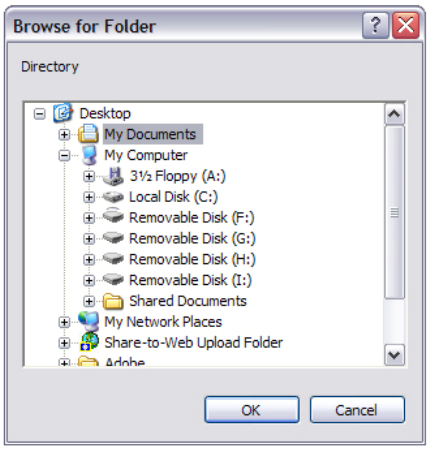
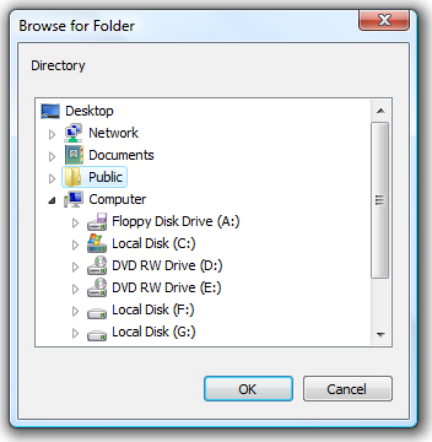
Department.dat	96 KB	ISO File	3/14/2008 6:43 PM
Holiday.dat	64 KB	ISO File	3/14/2008 6:43 PM
Leave.dat	128 KB	ISO File	3/14/2008 6:43 PM
LeaveType.dat	96 KB	ISO File	3/14/2008 6:43 PM
Location.dat	96 KB	ISO File	3/14/2008 6:43 PM
Person.dat	160 KB	ISO File	3/14/2008 6:43 PM
Position.dat	96 KB	ISO File	3/14/2008 6:43 PM
RoundIn.dat	96 KB	ISO File	3/14/2008 6:43 PM
RoundOut.dat	96 KB	ISO File	3/14/2008 6:43 PM

The files listed above are necessary for program operation. If you see a box to browse to directories like the following choose the directory where you installed Clock Real Time:



Browse for folder on Windows XP™



Browse for folder on Windows Vista® or Windows 7®

POINT TO THE DIRECTORY WHERE YOU INSTALLED, typically:
`C:\Program Files\Kneson\Clock Real Time.`

STEP 12: IF AN ERROR OCCURS . . .

Check this page: http://kneson.com/help/manualactivation.html

… or call us! Toll free: 877-291-8583, Outside U.S.: 775-251-4541

Chapter Progress

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You Are Here ⇨	**Quick Start**	**21**	**Must Read**
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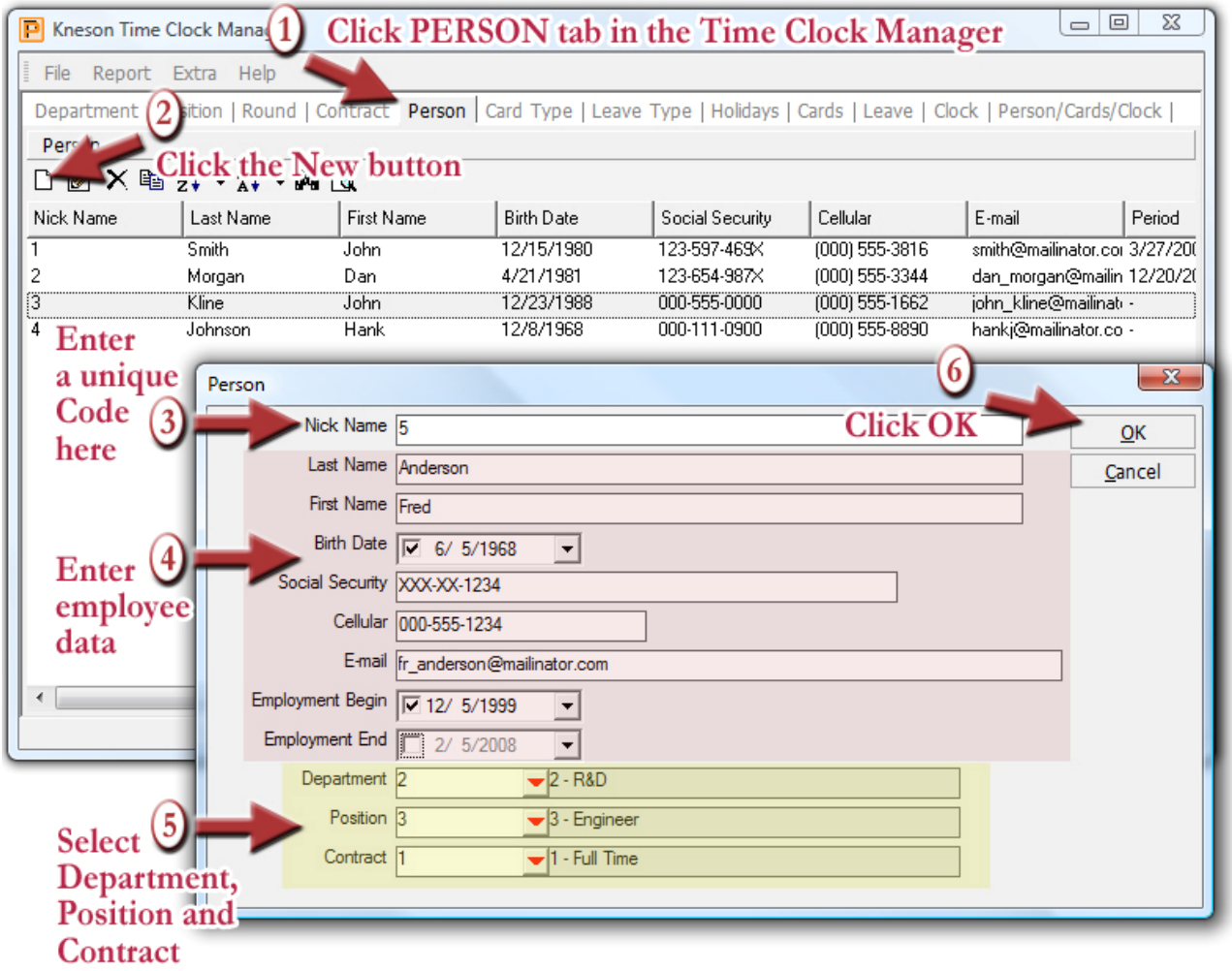
Quick Start

Welcome to Clock Real Time by Kneson Software!

Get started using Clock Real Time in minutes.

This example is going to show you how to quickly enter a new employee into the system and manually clock them in.

The first 6 steps refer to this screenshot:



Quick Start Easy Steps

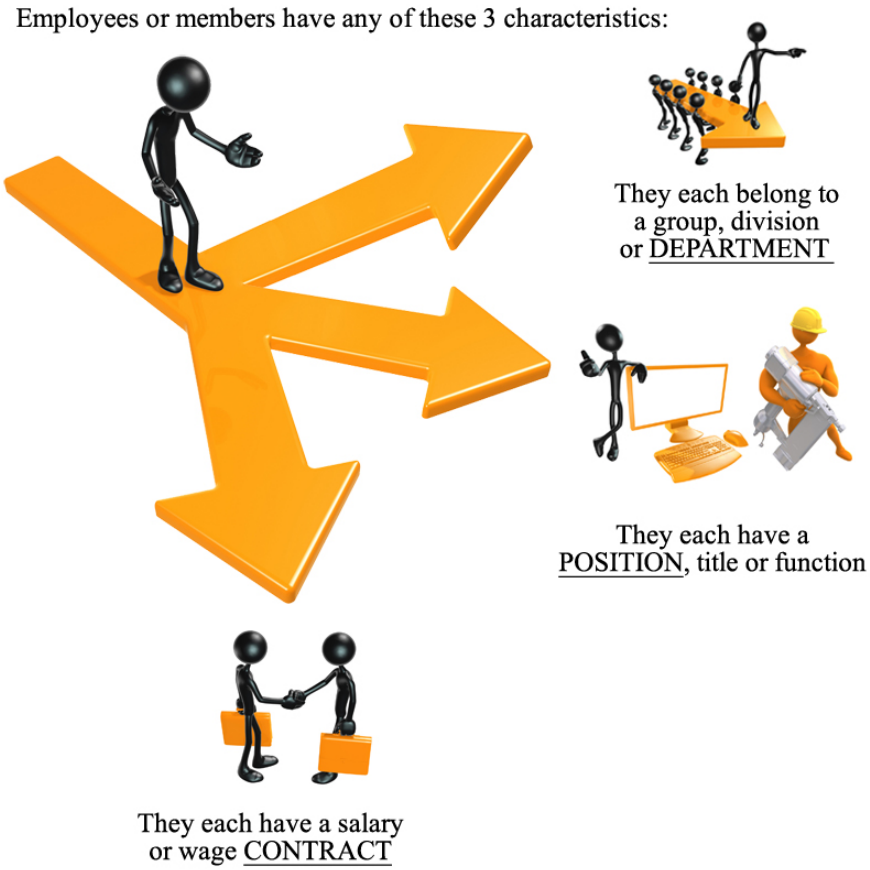
1. Open the Kneson Time Clock Manager and immediately click on the PERSON tab.

2. Click on the New button on the button bar. This opens up a box to enter data about the new employee.

3. Enter a ***unique code*** in the Nick Name box. The "Nick Name" or Code must not be like any other Nick Name or Code - it ***must*** be unique.

   This field is used for the unique employee number or code from your payroll administrator or manager in charge of payroll. This is a ***text based*** field, meaning that if you use numbers in this field, they will appear before letters for sorting purposes. Also, fields of different lengths sort by values appearing first.

4. Enter employee data (pink section above). Enter Last Name, First Name, Birth Date (click the down arrow to choose date from calendar or type in values), Social Security Number (if needed), Cell phone number, E-mail address and date employment begins.

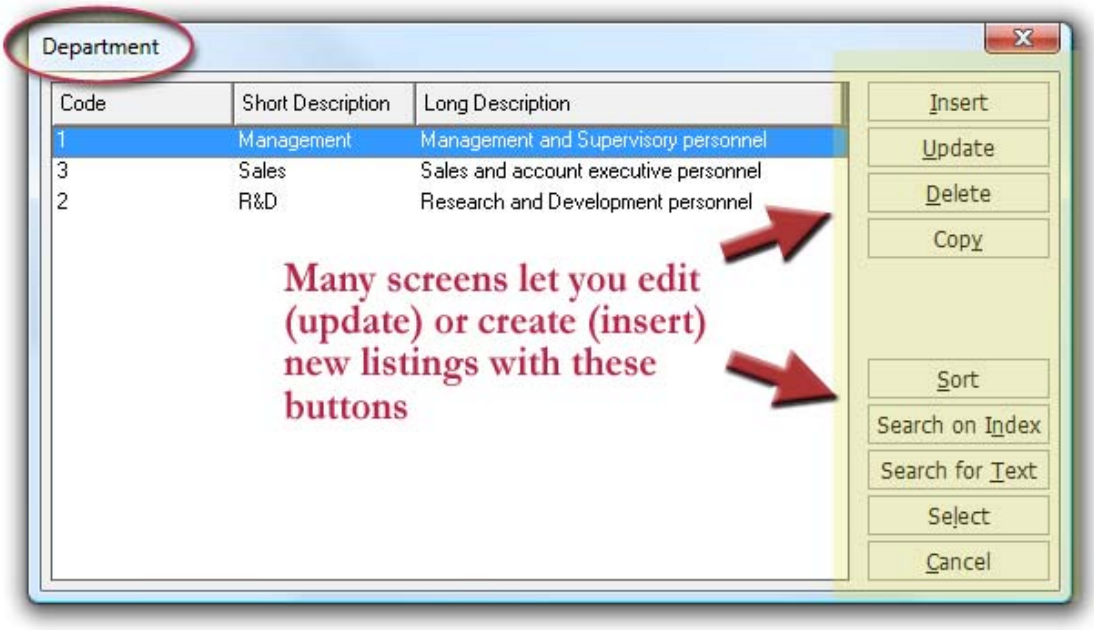


Enter Department, Position and Contract. This is the yellow (bottom) section in the above screenshot. Click the Red Down Arrow next to each to select.

Clock Real Time provides complete time and attendance tracking for the smallest business to large corporations. Depending on the needs and size of your business, if you don't need tracking, reporting or sorting based on Departments, Positions or Contracts simply don't input a value for these when setting up employees. Clock Real Time ALWAYS of course tracks time and attendance; you select how "granular" or by what other functions you need tracked.

For example, many small businesses don't have "Departments" – a company of 5 or so employees may not need Departments assigned to employees. Skip this for all employees but remember: if your company grows large enough to have Departments such as "Marketing," "Accounting," "Office staff," etc., you have the ability to use Clock Real Time in the future to optimize time and attendance based on Departments. This is true for Contracts and Positions as well.

Note: You can Insert, Delete and Edit the Department, Position and Contract items by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:

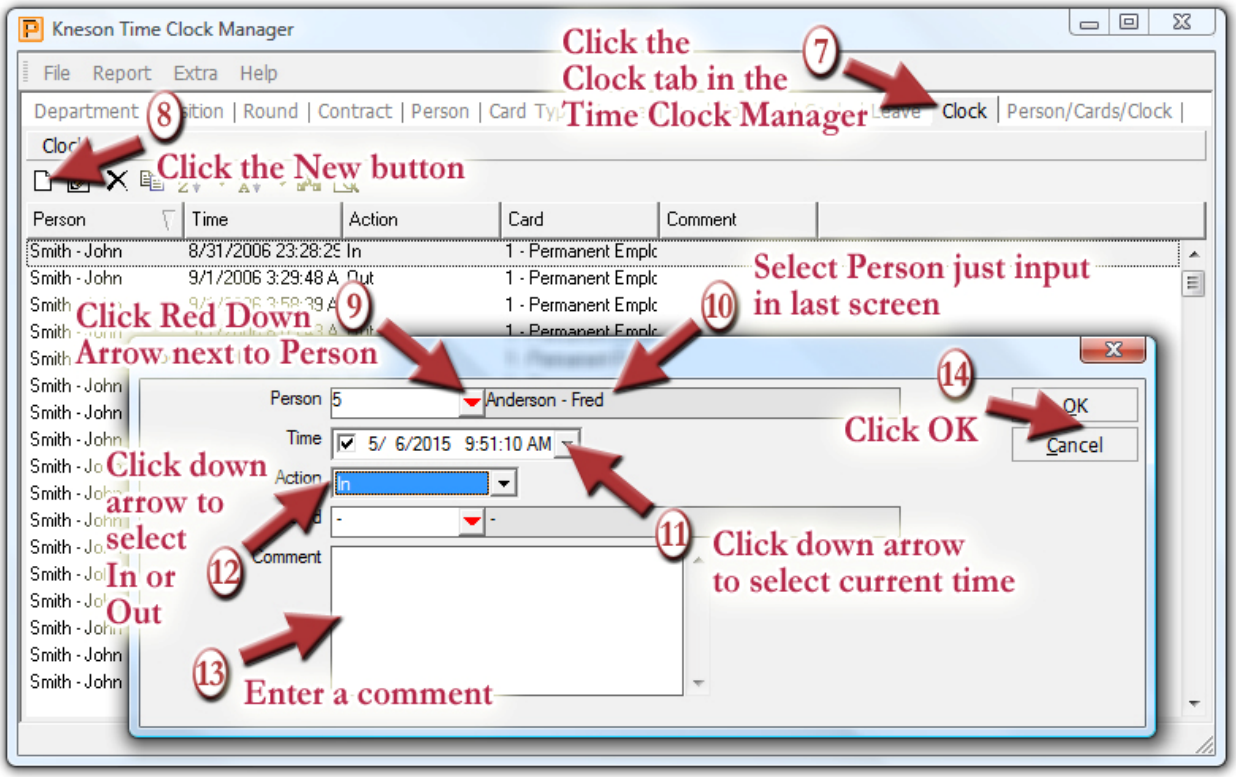


For example, clicking the Red Down Arrow by Department shows the screen above. From here, you could Create a New (Insert) Department type if the one you need isn't listed or Update, Delete, Copy etc without having to leave this screen. This gives the user flexibility to maintain the system from all locations within the various Clock Real Time function boxes.

Click OK

Congratulations! You've just entered a new employee into the system!

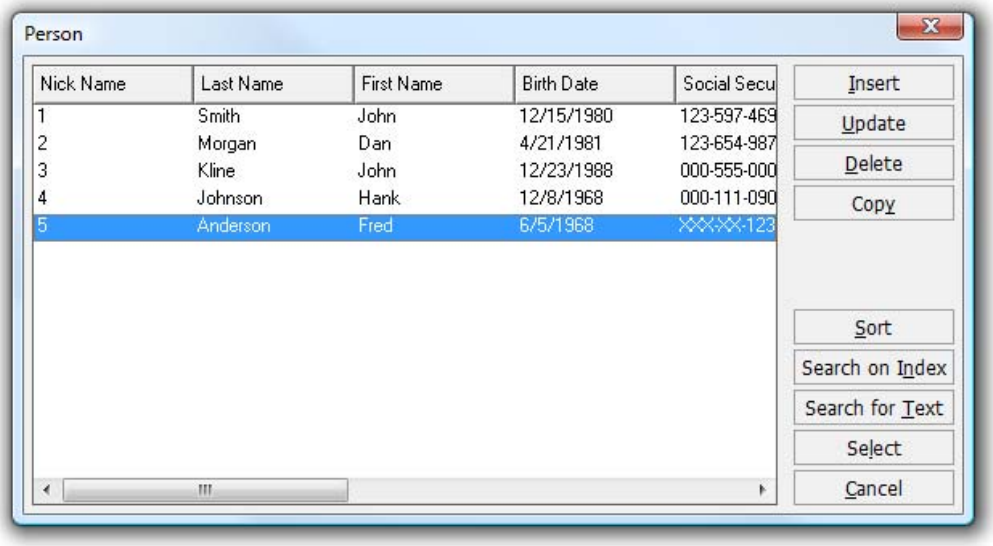
Let's continue. Now let's clock the new employee in for the first time. The following Quick Start steps refer to the CLOCK screen:



7 Now click on the Clock tab in the Time Clock Manager.

8 Click on the New button on the button bar. This opens up a box to enter specifics of this Clocking.

9 Click the Red Down Arrow next to Person. This will bring up a new screen:

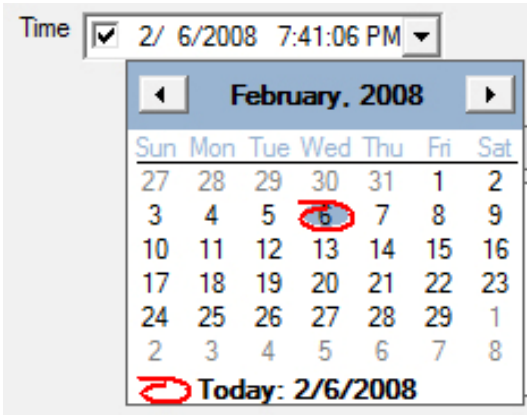


Notice the Person highlighted above is the Person we just input into the system.

Highlight the Person you want to clock in and click the

button on the side (double-clicking on their listing has the same effect).

To clock in or out, select the date and time by clicking the Black Down Arrow next to Time:



Clicking on today's date automatically inputs the current date ***and*** time. Both are manually editable - you can manually type in the date and time.

12 Click the Black Down Arrow next to Action to choose 'In' or 'Out.' Choose 'In' to clock the employee in manually. ***Skip the Card section for now.*** Cards and Card Types are discussed in the section "CARD TYPE" beginning on page 121.

13 Enter a comment or leave blank. **IMPORTANT!** Use Comment and Descriptions boxes! Be as detailed as possible when entering data. This makes searching for items much faster.

14 Click OK.

That's it! You've just entered a new employee and clocked them in manually. To clock this person out of the system manually, repeat the steps 7-14 but select "Out" at Step 12.

Normally, steps 7-14 are handled automatically by the employees themselves in the system. Instead of manually clocking employees in or out, they use magnetic strip swipe cards for identification. See the next section to attach CARDS to employees.

Chapter Progress

You Are Here ⇨

CHAPTER	PAGE	RECOMMENDATION
Quick Start	21	Must Read
Quick Start 2 - Setting Up Cards	**29**	**Must Read**
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Quick Start 2 - Setting Up Cards

This section will show you how to attach magnetic swipe cards to employees in minutes.

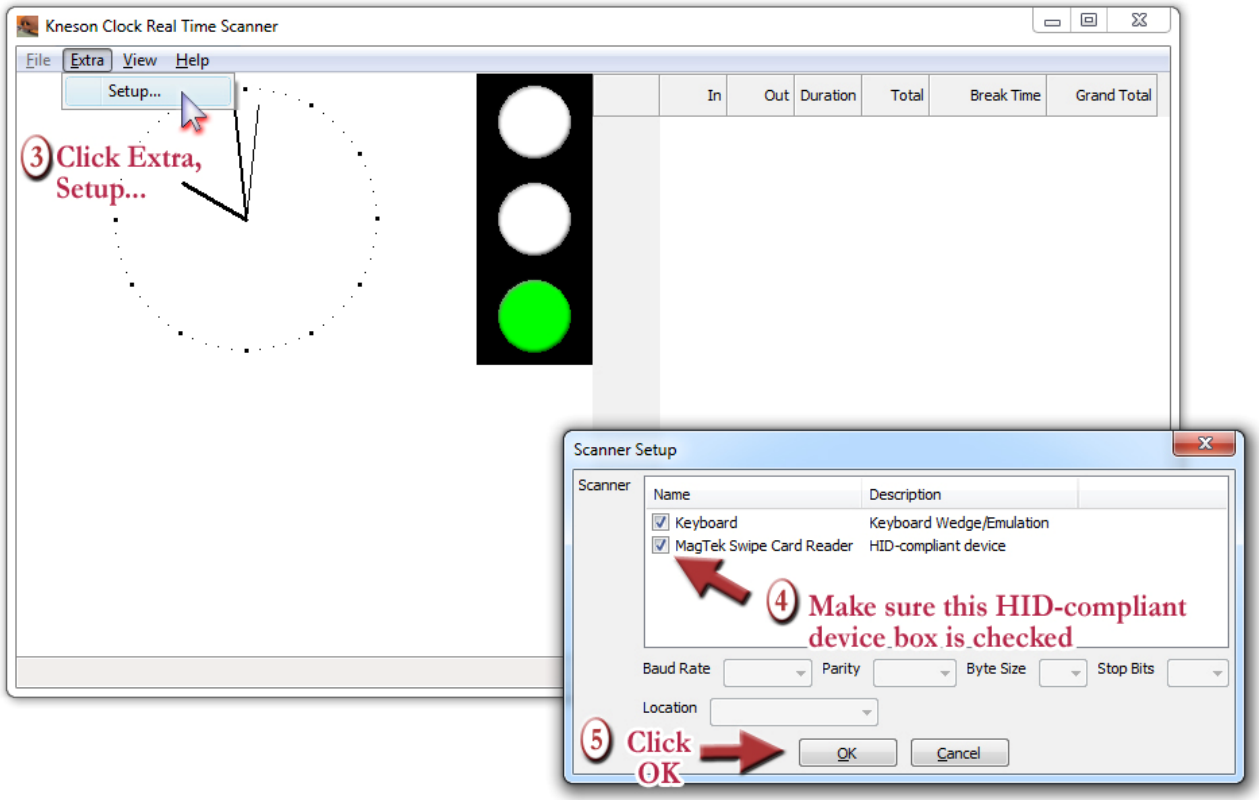
Inside the box that shipped to you find one card reader or magnetic card swipe scanner.

Magnetic Strip Swipe Scanner
(can be black or appear differently than the above picture)

Steps

1. With no Clock Real Time component running plug the ***swipe card reader*** into an open USB port on your computer. The computer should instantly recognize the swipe card reader hardware.

2. Then start Clock Real Time Scanner by selecting it from the Program List or clicking on its icon.



3 Click Extra, Setup.

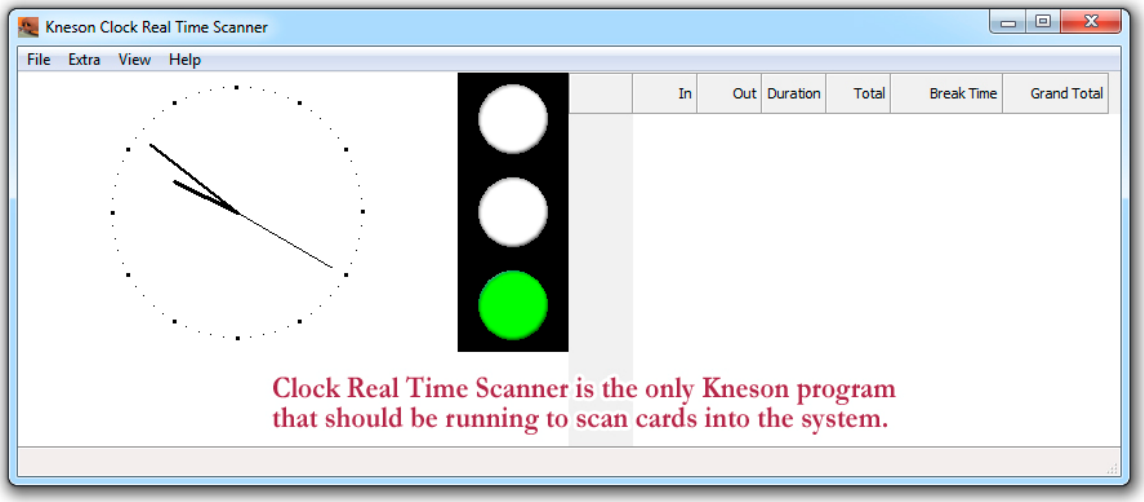
4 Make sure that the "MagTek Swipe Card Reader – HID-compliant device" appears ***and*** that the box is checked.

5 Click OK

ASSOCIATE CARDS WITH PERSONS

Next, we need to associate cards swiped into the system with Persons.

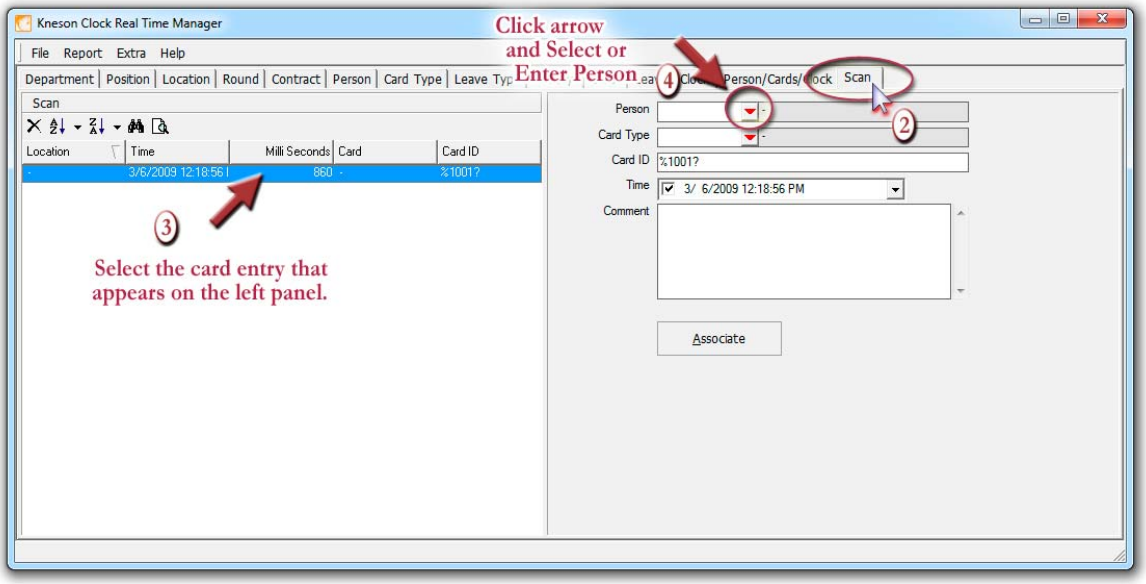
1 With ***only Clock Real Time Scanner running*** (Clock Real Time Manager and Clock Real Time Monitor are closed) choose a magnetic strip card and swipe it through the swipe card reader.



When you swipe a card the upper circle will briefly turn **red** and the system will make an acknowledging tone.

2

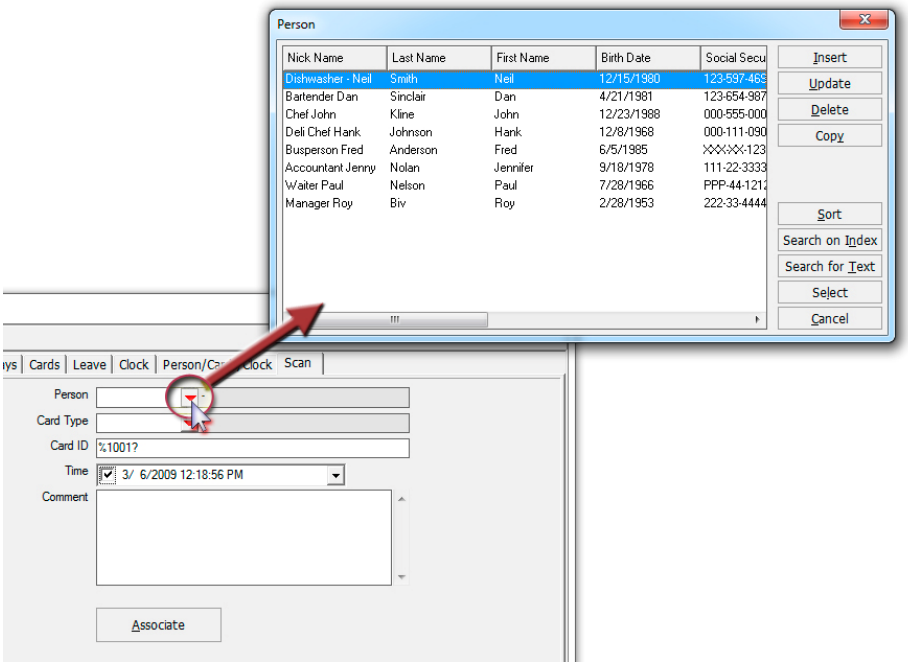
Now open Clock Real Time Manager and click on the Scan tab at the far right end.



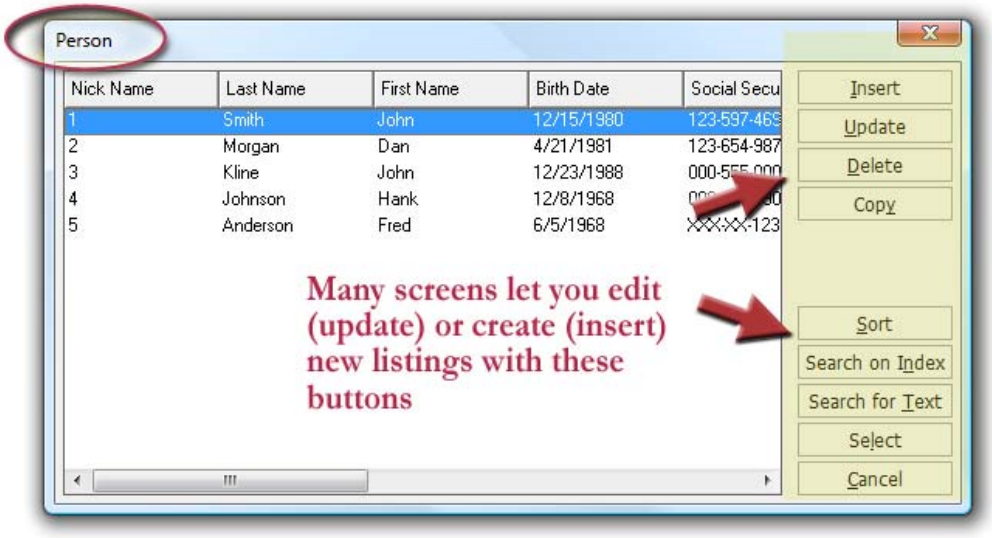
3

Select (highlight) the card entry that most recently showed up in the ***left side panel*** of the Scan tab.

Click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person. ***To get started quickly, simply click the PERSON you created in Quick Start from page 21 above.***



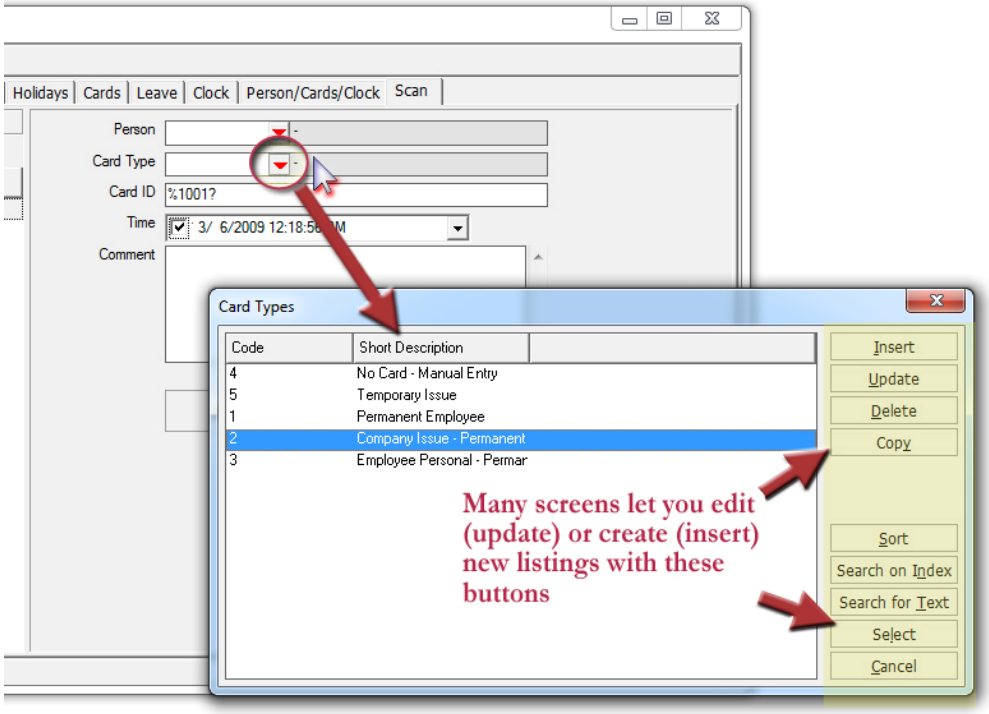
Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:



From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

5

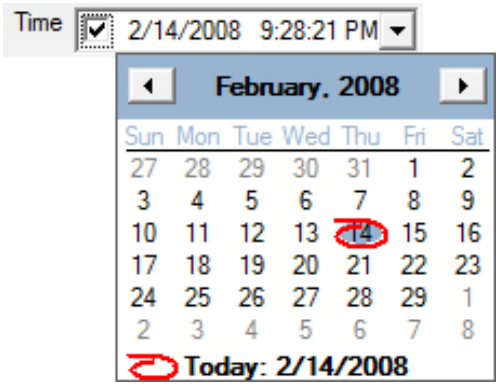
Select CARD type. Click the Red Down Arrow next to Card Type and Select, Edit (Update), Insert (New) or Copy a Card Type:



Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search CARD TYPES records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow. (sub-sub dialog box not shown). When you have selected the card type for this card, click **Select.**

6

Select Today's Date. Click the Black Down Arrow next to Time brings up a calendar. Select or manually enter the Date this CARD is being entered.

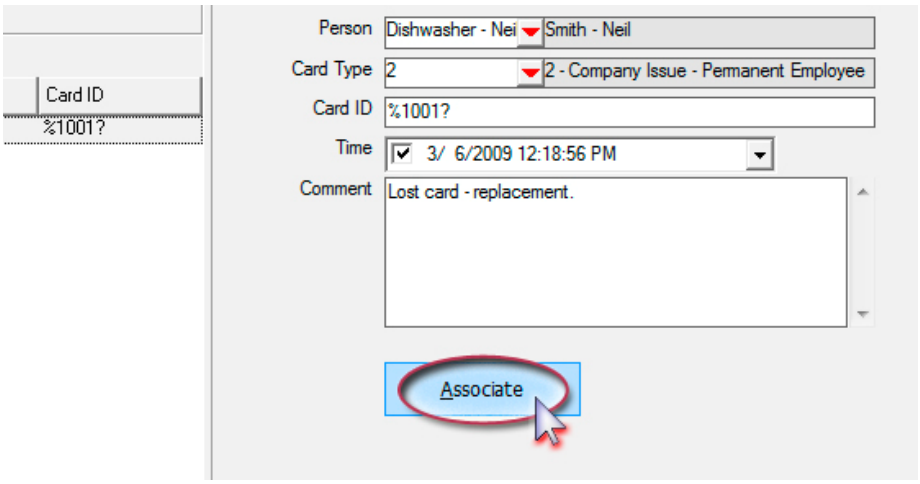


Tip: *with either the HH or MM sets of numbers highlighted, type the UP or*

DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.

7. Enter Comment or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items in the future much faster.*

8. ***Click Associate.*** Once you have ***highlighted the card in the left panel,*** selected the Person, Card type and Date, then clicked the '**Associate**' button, you have attached a CARD to a PERSON in the Clock Real Time system. This PERSON can now use this CARD to Clock In and Out.



EXAMPLE: *At various points in this manual, we describe a fictitious example of a restaurant manager with seven employees named "Roy Biv." In the example above we've associated a swiped card to his dishwasher "Neil Smith" as a Company Issued card on 3/6/2009 at 12:18 PM.*

Examples of how this manager and his employees use the Clock Real Time system are included to improve the speed and quality of your understanding of how to get the most out of Clock Real Time.

NOTE: Almost any magnetic strip swipe card can be used BUT SHOULD BE DONE WITH CARE.

Yes, with Clock Real Time almost any magnetic strip swipe card can be used. Scans when the Clock Real Time Scanner is open will log in the Clock Real Time Manager's Scan tab:

Manager -
Biv, Roy

Bartender -
Sinclair, Dan

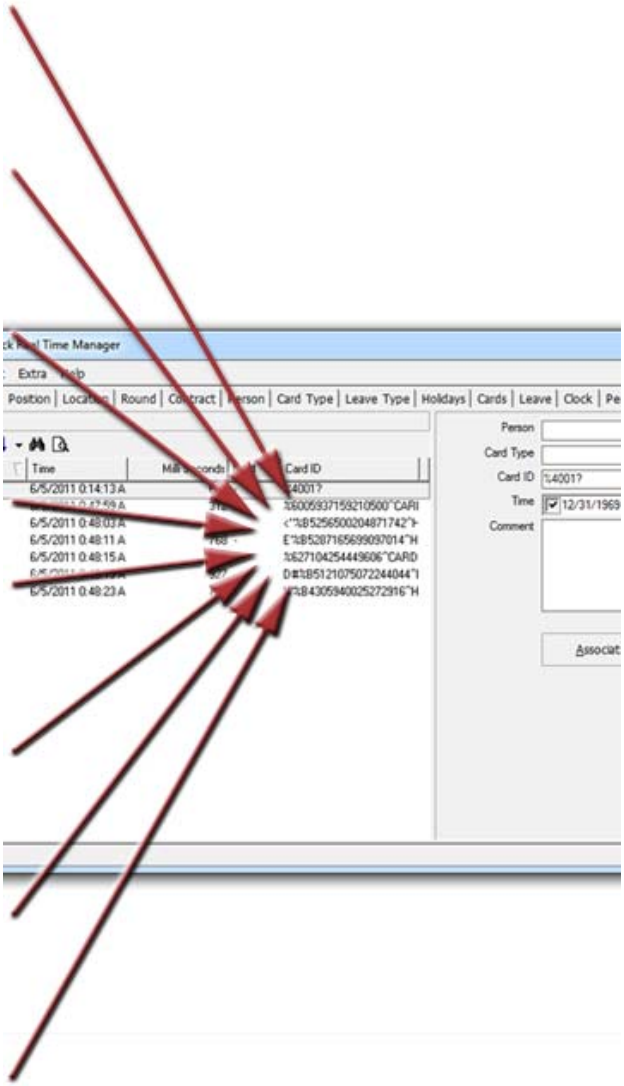
Chef -
Kline, John

Waiter -
Nelson, Paul

Deli Chef -
Johnson, Hank

Accountant -
Nolan, Jenny

Busperson -
Anderson, Fred



Data on credit cards swiped in do "live" in the Clock Real Time system. ***It is unlikely*** that this information could be used without authorization of the card owner because Clock Real Time does not record all the data necessary for illegal use, but certain sensitive information can be

exposed. If your work environment is run by multiple people or is for any reason less than secure, try to use non-monetary based club cards or order extra blank plastic cards from Kneson Software's Order page here: www.ClockRealTime.com/order.

Chapter Progress

	CHAPTER	PAGE	RECOMMENDATION
	Quick Start	21	Must Read
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	Section 1: Setup Tabs	76	Read / Reference
	Section 2: Maintenance Tabs	154	Read / Reference

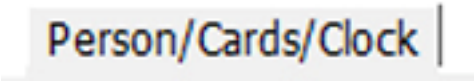
Last things first . . .

Quick Start 3 - Employee Time Management

This section will get you using the most advanced features of Clock Real Time in minutes.

This example is going to show you how to quickly maintain employees or members (PERSONs) in the system along with how Clock Real Time knows or identifies them (CARDS) ***and*** their attendance events (CLOCK) ***all on one screen***.

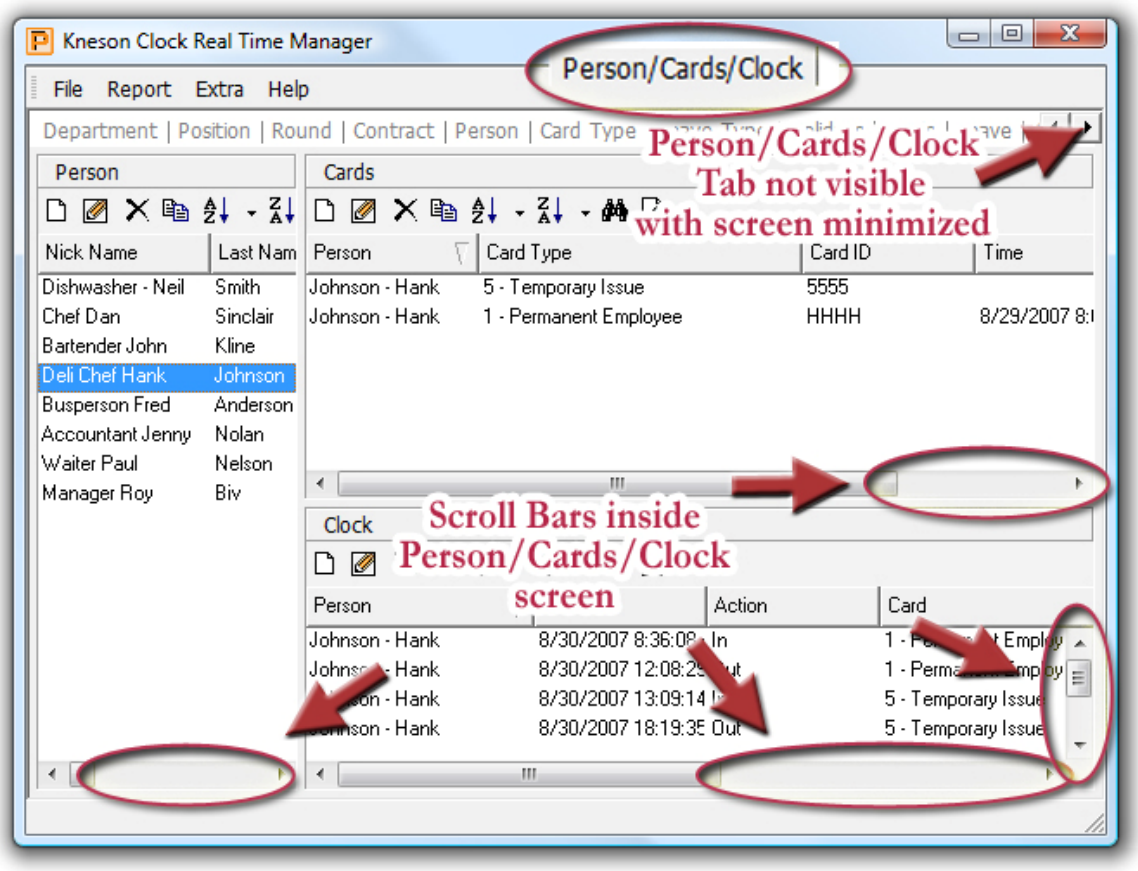
This is performed on the PERSON/CARDS/CLOCK Tab in the Clock Real Time Manager:



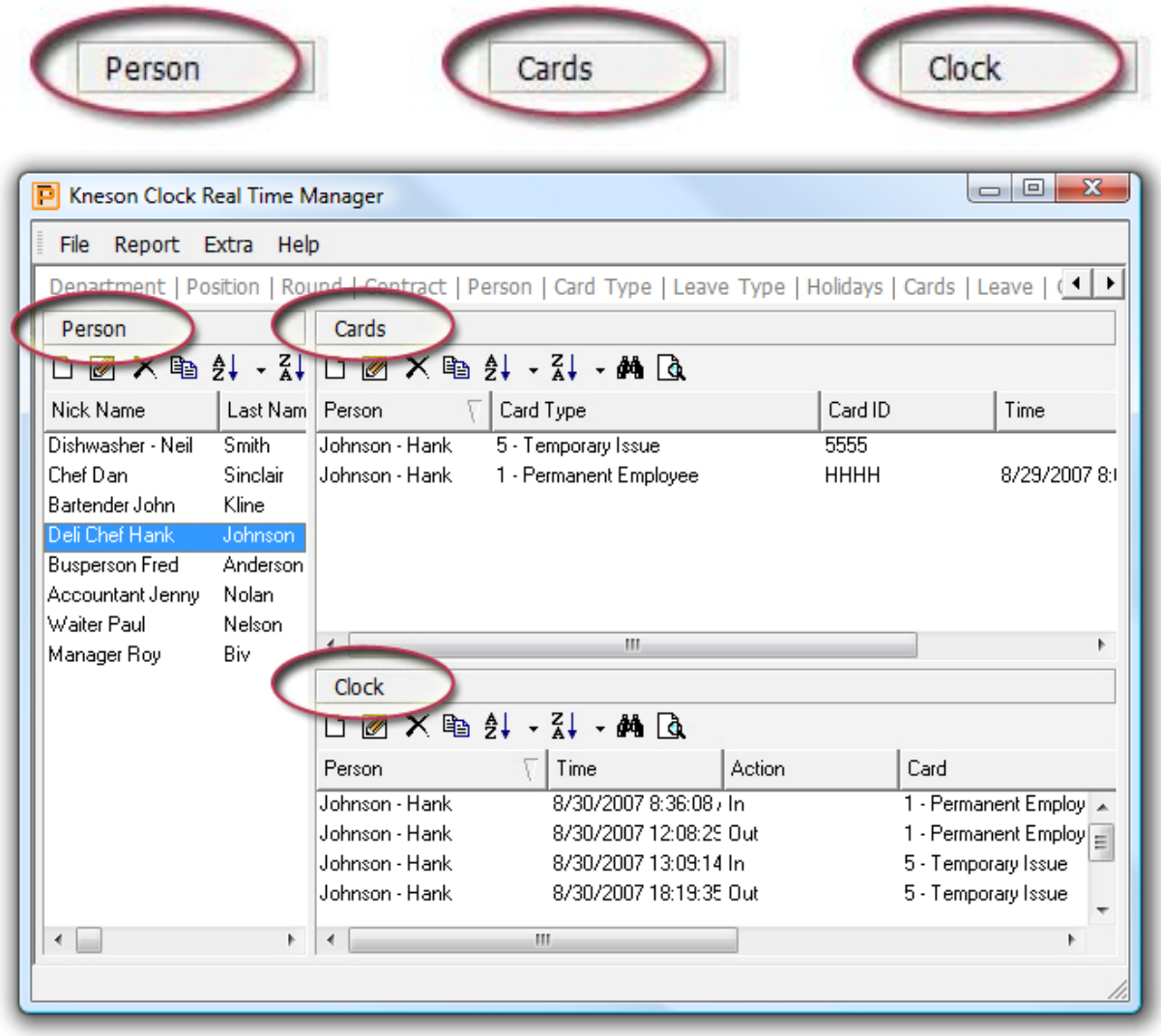
The PERSON/CARDS/CLOCK Screen in Clock Real Time is enormous. The entire screen if enlarged to full view and columns widened to show all data would not fit on most computer screens. You would need two monitors (or a wide screen monitor) to view the PERSON/CARDS/CLOCK Tab this way. ***See*** Figure 1: PERSON/CARDS/CLOCK FULL SCREEN ***on page 40 for a full screen view of the PERSON/CARDS/CLOCK screen.***

To work with the PERSON/CARDS/CLOCK Tab on most screens, use the positioning bars inside Clock Real Time Manager. This allows you to use the program on just a part of the screen as needed.

If you use Clock Real Time to take up less of the screen, it is likely that you won't be able to see that you have the PERSON/CARDS/CLOCK Tab unless you use the Tab scroll arrow at the top of the screen:


Kneson Clock Real Time Manager
Person/Cards/Clock
File Report Extra Help
Department | Position | Round | Contract | Person | Card Type
Person/Cards/Clock
Tab not visible
with screen minimized
Person
Nick Name | Last Nam
Dishwasher - Neil | Smith
Chef Dan | Sinclair
Bartender John | Kline
Deli Chef Hank | Johnson
Busperson Fred | Anderson
Accountant Jenny | Nolan
Waiter Paul | Nelson
Manager Roy | Biv
Cards
Person | Card Type | Card ID | Time
Johnson - Hank | 5 - Temporary Issue | 5555
Johnson - Hank | 1 - Permanent Employee | HHHH | 8/29/2007 8:
Scroll Bars inside
Person/Cards/Clock
screen
Clock
Person | Action | Card
Johnson - Hank | 8/30/2007 8:36:08 | In
Johnson - Hank | 8/30/2007 12:08:25 | Out
Johnson - Hank | 8/30/2007 13:09:14 | In | 5 - Temporary Issue
Johnson - Hank | 8/30/2007 18:19:35 | Out | 5 - Temporary Issue

Notice that the PERSON/CARDS/CLOCK Tab is split into three sections:



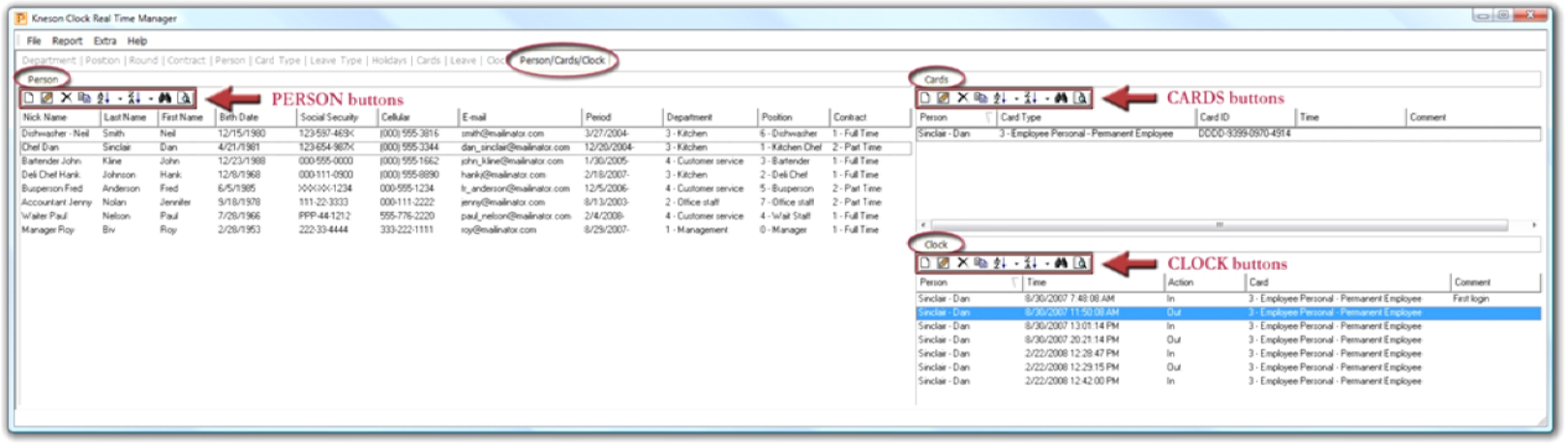
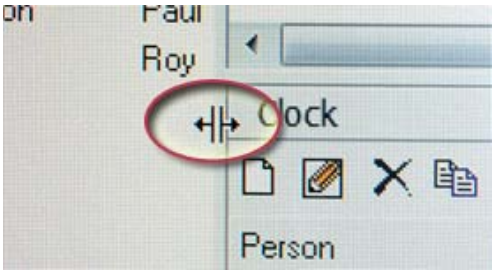


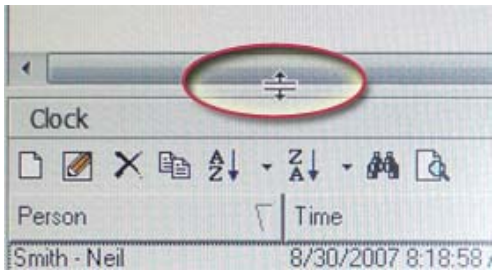
Figure 1: PERSON/CARDS/CLOCK FULL SCREEN

PERSON/CARDS/CLOCK Screen Resizing

The PERSON/CARDS/CLOCK Tab interior screen is amazingly flexible - more so than you may be used to. In the PERSON/CARDS/CLOCK Tab, you can change the screen by resizing windows inside the Tab. When you put your mouse over the section dividers, the cursor changes to show you which way you can resize windows:



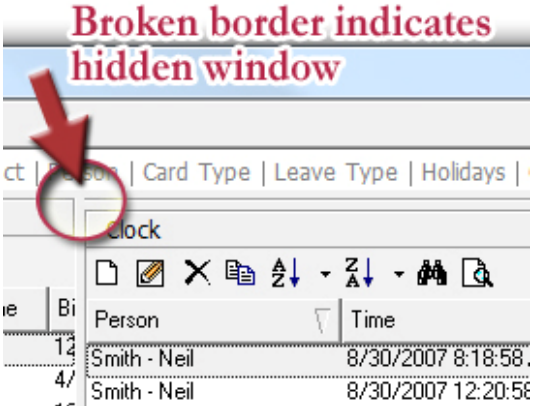
Cursor change shows you can move the interior window border horizontally



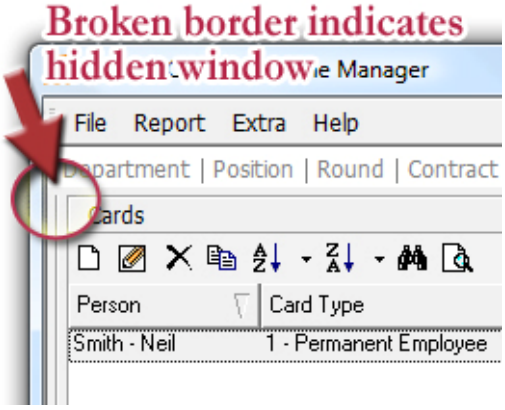
Cursor change shows you can move the interior window border vertically

When you see the cursor change to one of these symbols, move the column or row as far as possible and see the effect. ***You can make each section cover up all other sections by moving the column or row guides.***

You will know that one or more of the PERSON/CARDS/CLOCK screens are covering up others by the *broken column or row line*. A broken edge at any row or column indicates hidden screens:



Row edge changes shows hidden window



Column edge change shows hidden window

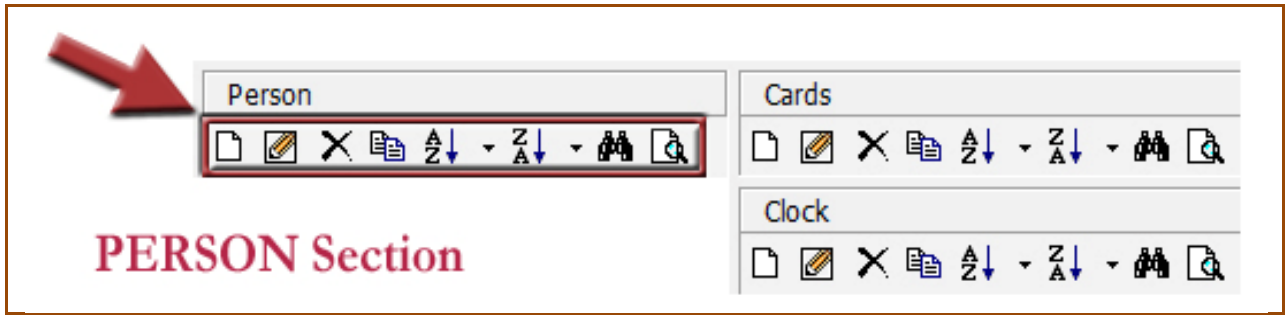
Play around with resizing the interior screen of the PERSON/CARDS/CLOCK Tab to see just how flexible you can make it. ***On a day-to-day basis, the PERSON/CARDS/CLOCK Tab is all you will need to manage normal time and attendance events inside Clock Real Time.***

To illustrate use of the PERSON/CARDS/CLOCK Tab consider the following example:

A small restaurant owner named "Roy Biv" wants to keep track of his employee time. He has the following people working for him:

- *Chef - Dan Sinclair*
- *Deli Chef - Hank Johnson*
- *Bartender - John Kline*
- *Waiter - Paul Nelson*
- *Busperson - Fred Anderson*
- *Dishwasher - Neil Smith*
- *Accountant - Jenny Nolan*
- *Manager - Roy Biv*

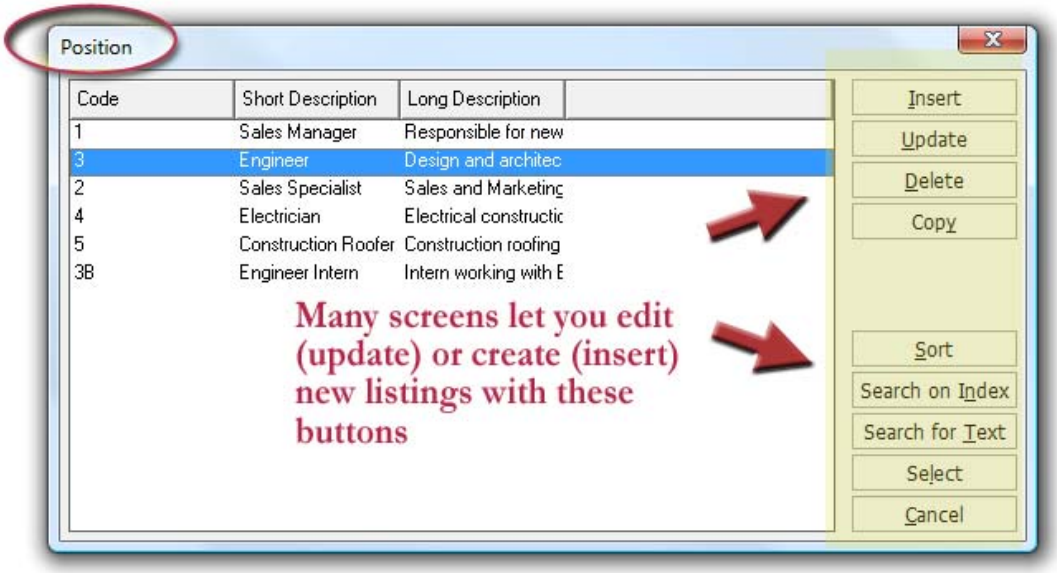
Roy installs Clock Real Time and clocks himself in. After going through Quick Start 1, he clicks on the PERSON/CARDS/CLOCK Tab and begins inputting data. Roy starts with the PERSON section:



New PERSON

Creates new PERSON listing. Click the new icon and enter the new PERSON information. Enter a unique code in the Nick Name box. The "Nick Name" in PERSON must not be like any other Nick Name. Enter Last Name, First Name, Birth Date, Social Security Number (if needed), Cell phone number, E-mail address and date employment begins.

Select Department, Position and Contract. Click the Red Down Arrow by each to select.



Note: Many screens take you to a box that still gives you maximum flexibility. You can Insert (same as New), Update (Edit), Delete and Copy the Department, Position and Contract items by clicking the buttons on the side in the box that appears when you click the Red Down Arrows. Click Select in these boxes and OK when finished.

In our example, Roy would begin entering his employees one by one as they arrived to work on the first day by clicking the New button in the PERSON section. After entering their personal information, he would assign each employee a DEPARTMENT (for example, "Kitchen" for kitchen staff), a POSITION (for example, Chef) and a CONTRACT (full time, part time, etc.)

Step-by-step instructions and screenshots: New PERSON on page 111

Edit PERSON

Edits existing PERSON record. The steps here are exactly like the New PERSON instructions above, only first you highlight the record you want to edit and click the Edit button. *If Roy makes a mistake, he highlights the PERSON record and clicks the Edit button to change existing information.*

Step-by-step instructions and screenshots: Edit PERSON on page 113

Delete PERSON

Deletes highlighted PERSON record. Click the Delete button to remove a PERSON. ***Be careful!*** - there is no undo function for this action. *If Roy fired someone he would delete that PERSON. Also, if Roy entered a new employee and someone else entered information for the same PERSON, one would be deleted.*

Step-by-step instructions and screenshots: Delete PERSON on page 115

Copy PERSON

Copies highlighted PERSON with new Nick Name entry. Highlight the PERSON record you want to Copy and click the Copy button. Enter a new, unique Nick Name. IMPORTANT! The only item that must be different to make a copy is the Nick Name. No two records can have the same Nick Name in the PERSONs records.

All other fields here could be left exactly the same, and all are editable. Change the PERSON Last Name, First Name, Birth Date, Social Security Number, Cell phone number, E mail address and date employment begins as needed.

Edit Department, Position and Contract. Click the Red Down Arrow by each to select. Note: Clicking the Red Down Arrow next to Department, Position or Contract brings up a box that allows you to Create a New (Insert) record, Edit (Update) an existing record, etc. This saves time so you don't have to close out of your current entry to enter new information in another tab. Click Select in these boxes and OK when finished.

The restaurant manager Roy would use this command to create a new employee record that had similar information to an existing record.

Step-by-step instructions and screenshots: Copy PERSON on page 116

Sort PERSON

Sort PERSON Forward from top to bottom. Click this button to Sort the list alphabetically from A to Z. In PERSON you can sort by Family Name (Last Name), Nick Name (unique code), Birth Date, City, Zip Code, Clocked In / Out status, Department or Position.

Sort PERSON Backwards from bottom to top. The lower Z-A button ***reverses*** the effect of the Sort Forward button for the item selected.

Step-by-step instructions and screenshots: Sort PERSON on page 118

Jump to PERSON

Jump to PERSON record. Click this button to jump immediately to the PERSON whose column value is sorted (light grey arrow). This field is used to quickly jump to a record in a long list.

Jump is a dynamic function under all Tabs. The

Jump function "jumps to" a value that depends on which column heading you have clicked.

For example, when the PERSON table "Last Name" column is clicked (light grey arrow appears in column heading), Jump will ask for a "Last Name" to jump to and so on for NICKNAME, BIRTH DATE, DEPARTMENT and POSITION.

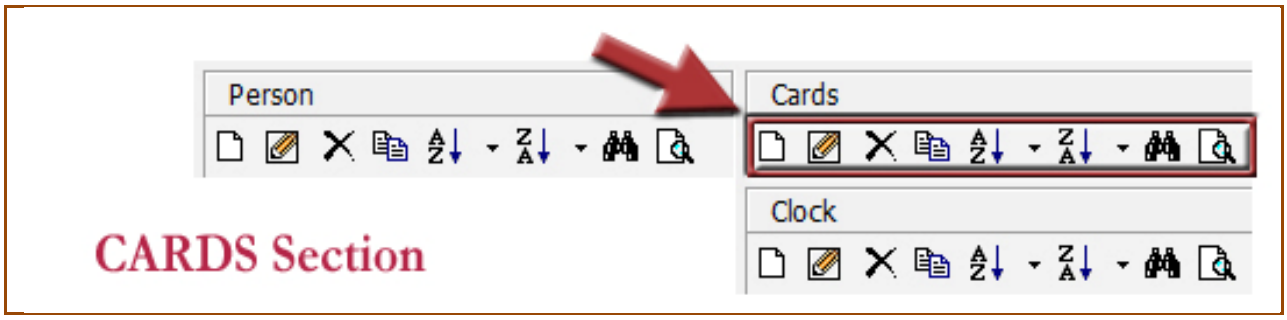
Other tables can have different values which can be directly jumped to using the Jump button. All Tabs in the system will always jump based on which ***column heading*** is sorted or which column heading has the light grey arrow (circled in screenshot). If the value input in the Jump dialog box does not exist, the program will Jump to the first smaller value or the first larger value depending on which is found first.

Step-by-step instructions and screenshots: PERSON Tab Jump on page 119

Search PERSON

Search for any information in PERSON data. Click the Search button to search all PERSON records for any data in the PERSON screens. *For example, Roy can search for any data in a PERSON record from a birth date to an e-mail address.*

Step-by-step instructions and screenshots: Search PERSON on page 120



New CARDS

Creates new CARD listing. Click the new icon and enter the new CARD information. Click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person. Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrows.

Click the Red Down Arrow next to Card Type and Select, Edit (Update), Insert (New) or Copy a Card Type.

Swipe CARD to enter ID. You can:

- Use ***any*** card that has a magnetic strip
- Place cursor in CARD ID field, swipe, and that card is now attached to the employee (PERSON) and available for use to clock in and out.

CARD IDs must be unique - the card reader will read only one unique ID per card.

Enter Date and Time from the calendar or type it in the date and time fields manually. Tip: with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.

Enter Comment or leave blank. IMPORTANT! Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster. Click OK.

When employees arrive the first day of using Clock Real Time, Roy goes to the CARDS section of the PERSON/CARDS/CLOCK Tab to enter new CARD information for each employee he is setting up. Employees are either issued company swipe cards (available from http://www.clockrealtime.com) or they use CARDs in their wallets to identify them. Some employees enter several CARDs into the system so they always have a way to clock in and out.

Step-by-step instructions and screenshots: New CARD on page 136

Edit CARD

Edits existing CARD information. The steps here are exactly the same as for the New command, except you highlight a record to Edit first. Then click the Edit button and change an existing CARD record's information: Person, Card Type, Card ID (must be unique for every card), Time entered and a comment.

To change CARD ID using the card swipe machine:

- Highlight all of the last entry in the CARD ID field and delete it.
- Place cursor in CARD ID field, swipe, and that new CARD is recorded for use to clock in and out.

CARD IDs must be unique - the card reader will read only one unique ID per card.

Roy would use this command if he made a mistake in any of the records as he was entering them on the first day or whenever it was discovered that a CARDs data was incorrect or not up-to-date. Both chefs and the bartender use their Driver's Licenses in the system, the accountant Jenny uses an old expired gift card (yes, even those work with Clock Real Time!). The rest were issued company cards with unique IDs all of which the manager scanned in making sure the CARD ID field was empty and that the cursor was placed in this field before swiping.

Step-by-step instructions and screenshots: Edit CARD on page 140

Delete CARD

Deletes highlighted CARD record. Click the Delete button to remove a CARD. ***Be careful!*** - there is no undo function for this action. *Roy would use this command if an employee informed him that a CARD was lost or no longer useable.*

Step-by-step instructions and screenshots: Delete CARD on page 144

Copy CARD

Copies existing CARD information. Click the Copy button to Copy the CARD to a new item. To change Person, click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.

Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow. Change CARD TYPE as needed.

To copy a new CARD using previous entry with the card swipe machine:

- Highlight all of the last entry in the CARD ID field and delete it.
- Place cursor in CARD ID field, swipe, and the CARD of this PERSON is recorded for use to clock in and out.

CARD IDs must be unique - the card reader will read only one unique ID per card.

In our restaurant manager's example, he would highlight the record of an employee that wanted to enter another card into the system that they brought from home. Roy the manager would highlight a PERSON CARD, select the Copy button, clear the CARD ID field, swipe the new card in and click OK .

Edit Time as needed. Tip: with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.

Edit, Delete Comment or leave blank. IMPORTANT! Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster. Click OK.

Step-by-step instructions and screenshots: Copy CARD on page 145

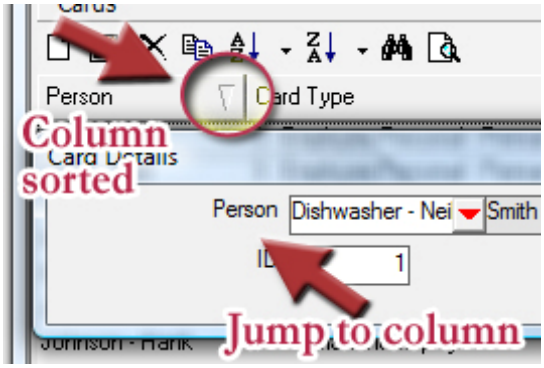
Sort CARDS

Sort CARDS Forward from top to bottom. Click this button to Sort the CARDS by PERSON + CARD TYPE + CARD ID or ID.[2]

Step-by-step instructions and screenshots: Sort CARD Records on page 149

[2] ID field reserved for future functionality.

Jump to CARDS



Jump to CARD record. Click this button to jump immediately to the CARD whose column value is sorted (light grey arrow). This field is used to quickly jump to a record in a long list.

Jump is a dynamic function under all Tabs. The Jump function "jumps to" a value that depends on which column you have clicked on to sort. For example, when the CARD table "PERSON" column is clicked (light grey arrow appears in column heading), Jump will ask for a "PERSON" to jump to and so on for CARD TYPE and CARD ID.

Clicking on the CARD TYPE column brings up a CARD TYPE jump box. When CARD ID column is selected, Jump brings up a CARD ID jump box. Note: Make sure to delete the data in the Card ID field before swiping new data in.

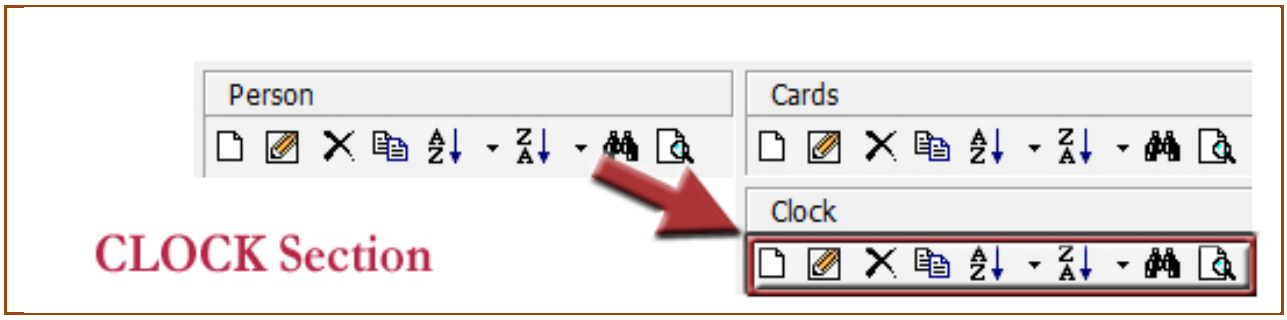
In other tables other indexes/sort orders exists which can be directly jumped to. All Tabs in the system will always jump based on a value specified by which column is sorted or which column heading has the light grey arrow (circled in above screenshots). If the value input in the Jump dialog box does not exist, the program will Jump to the first smaller value or the first larger value depending on which is found first.

Step-by-step instructions and screenshots: CARD Tab Jump on page 151

Search CARDS

Search for any information in CARDS record. Click the Search button to search all CARDS records for any data entered.

Step-by-step instructions and screenshots: Search CARD on page 152



New CLOCK

Creates new manual CLOCK event. Click the New icon from the CLOCK Section buttons. Click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person. Note: As always, you can Insert (New), Update (Edit), Delete, Copy, Sort and Search records by clicking the buttons on the side in boxes that appear when you click the Red Down Arrows.

Click the Black Down Arrow next to Time to have the calendar enter Today's Date. You can also type it in manually. Tip: with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.

Select the Action of this event - either 'In' or 'Out.'

When manually entering "Clock" events there should be no card entered as this would indicate that the person wiped the card. If the user wants to keep track of manually entered "Clock" evens a "Card Type" of "Manual Entry" could be created.

Enter Comment or leave blank. IMPORTANT! Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.

Click OK. You have just manually CLOCKed someone 'In' or 'Out' manually from the CLOCK Tab.

Step-by-step instructions and screenshots: New CLOCK on page 173

Edit CLOCK

Edits existing CLOCK record. This button performs the same action as the New button only it allows you to edit an existing CLOCK event record. Click the Edit button and change an existing CLOCK record's information. The ***Date*** field cannot be the same as any other CLOCK Date. ***Tip:*** Double clicking on a CLOCK record performs the same action as the Edit button.

Step-by-step instructions and screenshots: Edit CLOCK on page 176

Delete CLOCK

Deletes highlighted CLOCK record. Click the Delete button to remove a CLOCK event. ***Be careful!*** - there is no undo function for this action.

Step-by-step instructions and screenshots: Delete CLOCK on page 180

Copy CLOCK

Copies an existing CLOCK record. Click the Copy button and edit the various CLOCK information fields as needed. Note: Time value must be unique, even by an amount as small as one second when using the Copy command.

To change the PERSON, click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.

Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow.

You must change the Date or Time to a new value when copying. Click the Black Down Arrow next to Time. This brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually. ***Tip:*** with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.

If needed, change the Action of this event - either 'In' or 'Out.'

Edit the Comment field or leave blank. IMPORTANT! Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.

Click OK. You have just manually Copied the highlighted CLOCK record in the CLOCK Section.

In our restaurant manager's example, the manager would manually enter employees in or out that forget to swipe when they arrive or leave.

Step-by-step instructions and screenshots: Copy CLOCK on page 181

Sort CLOCK

Sort CLOCK Forward from top to bottom. Click this button to Sort the CLOCK by PERSON, Time, Action and CARD.

Step-by-step instructions and screenshots: Sort CLOCK Records on page 186

Jump to CLOCK Time

Jump to CLOCK record whose Date and Time you know. Click this button to type in the CLOCK who's Date and Time you know to jump to it immediately. This field is used to quickly jump to a CLOCK record in a long list.

Step-by-step instructions and screenshots: Jump to CLOCK on page 188

Search CLOCK

Search for any information in CLOCK record. Click the Search button to search all CLOCK records for any data entered.

Step-by-step instructions and screenshots: Search CLOCK on page 189

You should now have a fairly solid grasp on the Clock Real Time Manager. From here, you should read the following sections:

Chapter Progress

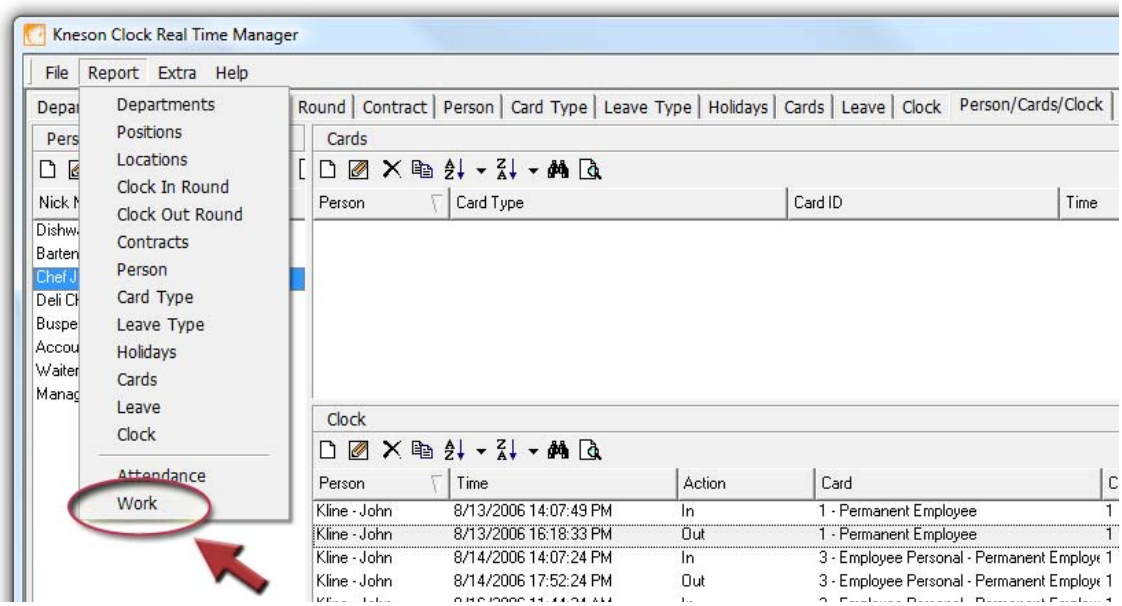
CHAPTER	PAGE	RECOMMENDATION
Quick Start	21	Must Read
Quick Start 2 - Setting Up Cards	29	Must Read
Quick Start 3 - Employee Time Management	37	Must Read
Quick Reports	**54**	**Must Read**
Overview	61	Read
Clock Real Time Scanner	68	Read
Clock Real Time Monitor	72	Read
Section 1: Setup Tabs	76	Read / Reference
Section 2: Maintenance Tabs	154	Read / Reference

You Are Here ⇨

Quick Reports

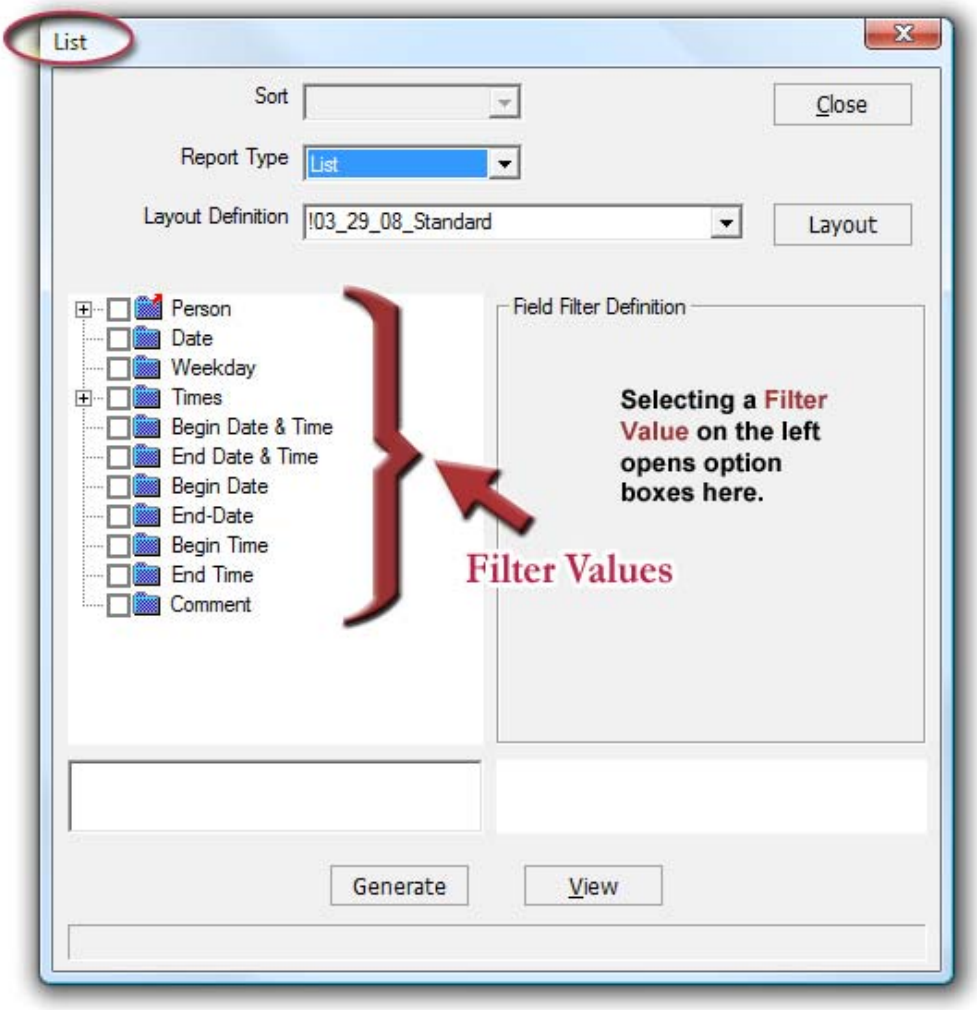
Clock Real Time by Kneson Software gives you immediate employee time transparency. This section discusses the Work Report that is included with Clock Real Time.[3]

To ***quickly*** generate a work time report you can use to pay payroll, from the Clock Real Time Manager, click the Reports menu, then Work at the bottom:

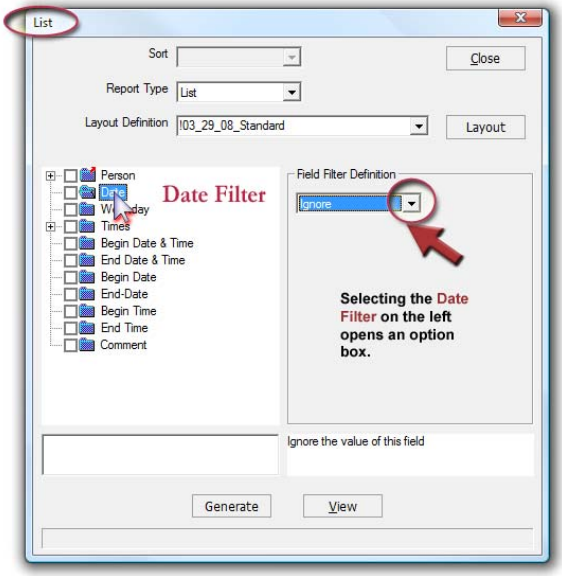


[3] Other reports may be available and custom reports can be created by our designers by contacting us to discuss your custom report need and obtain a quotation for the cost of our services. See our components page for further ordering information at http://www.clockrealtime.com/order.html.

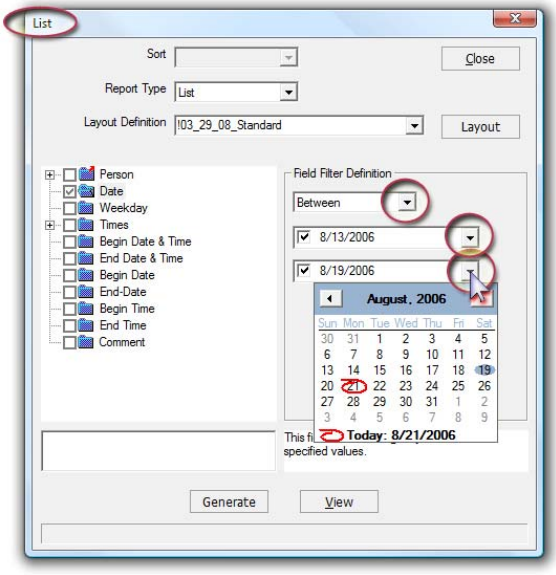
This opens the ***Filter List*** box:



You must select a value to filter or the report will generate all data in the database. ***For example:*** normally you will want to generate a report for a specific pay period. This is done by selecting the Date filter as shown below:

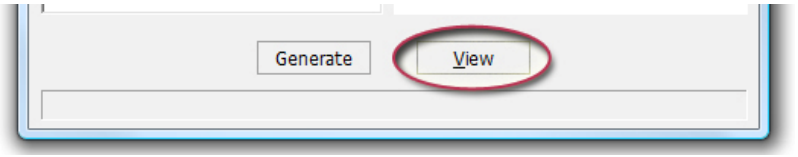


Select the Date filter on the left. This opens a box on the right in the Field Filter Definition section that provides you with various options depending on which filter you choose. Click the Black Down arrow next to Ignore in the red circle.



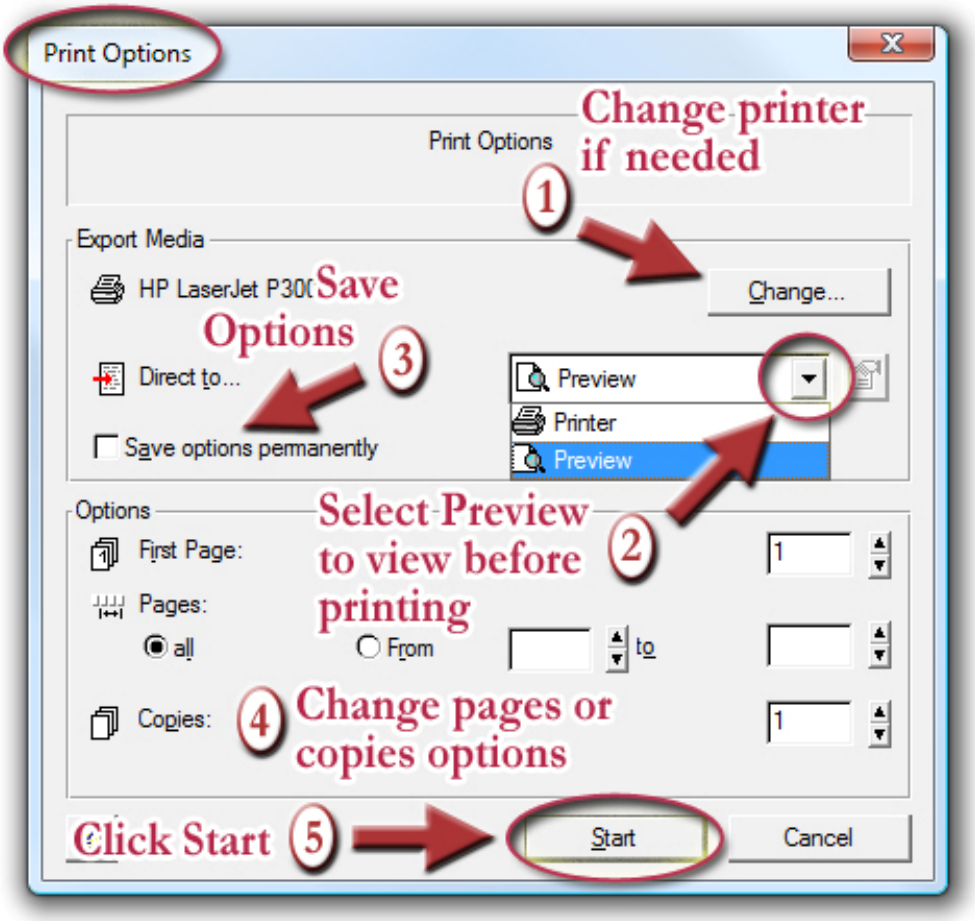
Select the date range of the pay period. Choose Between instead of ignore. Two date boxes appear. Select the date range either clicking the Black Down arrow to use the calendar or typing the values.

Click the View Button. Once you have the pay period date range input, click the View button.



Print Options

Select Print Options, Preview and Print. Clock Real Time provides you with power printing and previewing capabilities. Clicking the View button brings up the following PRIN T OPTIONS dialog box:



Print Options Steps:

1. ***Change the printer if necessary.*** Clock Real Time automatically chooses the ***default*** or the printer you have told your computer you use most often. To select a different printer, click the Change button.

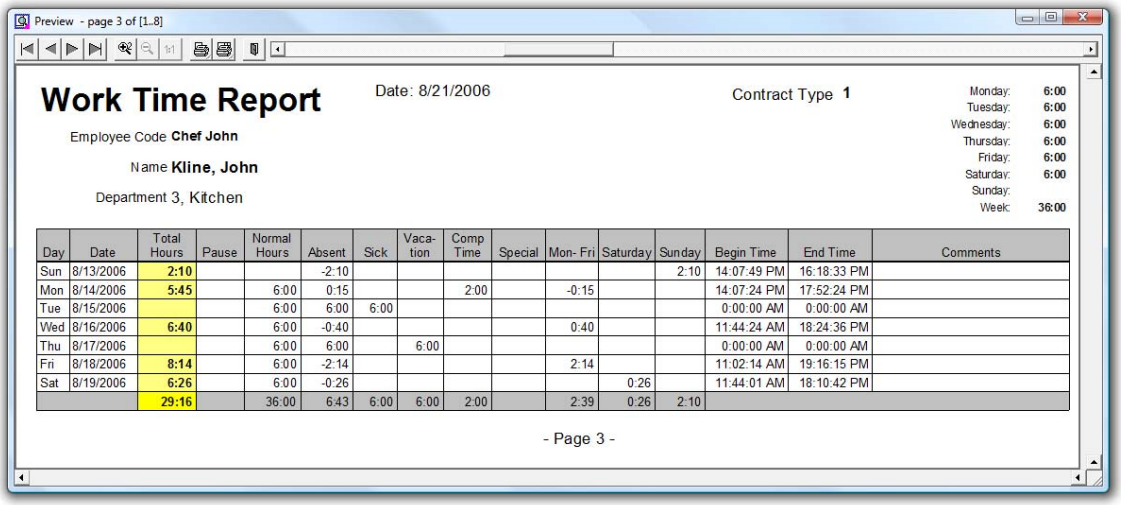
2. Preview your report before printing. Select the Black Down arrow to select Preview if it is not already selected. Skip this step when you know you are ready to print.

3. ***Save options permanently.*** If you want your options in this dialog box to remain as you set them permanently, select this box.

4. ***Select Pages or Copies options***. To print a portion of the resulting pages or more than one copy of the report, select the appropriate option in the bottom of this dialog box.

5

Click Start. Clicking the Start button with Print selected will send your report with the options you selected to the selected printer. Clicking the Start button with Preview selected will generate a preview of your time report similar to the one below:



Day	Date	Total Hours	Pause	Normal Hours	Absent	Sick	Vaca-tion	Comp Time	Special	Mon- Fri	Saturday	Sunday	Begin Time	End Time	Comments
Sun	8/13/2006	2:10			-2:10							2:10	14:07:49 PM	16:18:33 PM	
Mon	8/14/2006	5:45		6:00	0:15			2:00		-0:15			14:07:24 PM	17:52:24 PM	
Tue	8/15/2006			6:00	6:00	6:00							0:00:00 AM	0:00:00 AM	
Wed	8/16/2006	6:40		6:00	-0:40					0:40			11:44:24 AM	18:24:36 PM	
Thu	8/17/2006			6:00	6:00		6:00						0:00:00 AM	0:00:00 AM	
Fri	8/18/2006	8:14		6:00	-2:14					2:14			11:02:14 AM	19:16:15 PM	
Sat	8/19/2006	6:26		6:00	-0:26						0:26		11:44:01 AM	18:10:42 PM	
		29:16		36:00	6:43	6:00	6:00	2:00		2:39	0:26	2:10			

Work Time Report Columns

The Work Time Report that comes with Clock Real Time provides a complete snapshot of each employees time and attendance for the date period selected.

COLUMN	EXPLANATION
Day	Day of the week of work.
Date	Date of work.
Total Hours	Total hours worked, minus absent hours. Absent hours are a compilation of Sick, Vacation, Overtime and Comp Time taken. See 'Absent' below.
Pause	Break time recorded by CONTRACT. See the CONTRACT Tab beginning on page 99.
Normal Hours	Hours allowed by CONTRACT. See the CONTRACT Tab beginning

COLUMN	EXPLANATION
	on page 99.
Absent	Negative values in this column mean the employee worked overtime beyond scheduled work time, positive values mean the employee was not at work during scheduled work time.
Sick	All values in these columns add up to the totals in the Absent column. These columns show where the absent time has been allocated. *In this example, John Kline came in Sunday August 13 to do special, unscheduled work, then showed up 2 hours late Monday August 14 and used that Comp Time as if he had been there on time. He was then sick on Tuesday August 15 and took a vacation day on Thursday August 17.*
Vacation	
Comp Time	
Special	
Mon-Fri.	
Saturday	
Sunday	
Begin Time	Beginning time of day when the employee clocked in and began work.
End Time	End time when the employee clocked out and stopped work.
Comments	Comments from the clock record are inserted here.

Chapter Progress

	CHAPTER	PAGE	RECOMMENDATION
	Quick Start	21	Must Read
	Quick Start 2 - Setting Up Cards	29	Must Read
	Quick Start 3 - Employee Time Management	37	Must Read
	Quick Reports	54	Must Read
You Are Here	**Overview**	**61**	**Read**
	Clock Real Time Scanner	68	Read
	Clock Real Time Monitor	72	Read
	Section 1: Setup Tabs	76	Read / Reference
	Section 2: Maintenance Tabs	154	Read / Reference

Overview

Clock Real Time by Kneson Software is the easiest and fastest way to gain immediate control of employee or member attendance. Clock Real Time gives you immediate control of employee time, often paying for itself many times over. Unlike traditional punch time clocks, Clock Real Time can be used in the most professional work environments, and tracks and reports work events by employee type, department, compensation contract or any combination of these.

Clock Real Time by Kneson Software is a sophisticated yet easy to use time clock that records arrivals and departures of employees or members using issued, plastic cards like credit cards. The owner or manager can immediately see an entire attendance profile for a department, position or wage level.

Advantages

- ***Use in a Professional Environment.*** Clock Real Time uses a credit card type scanner connected to a computer through a USB port to gather Clock-In and Clock-Out events as employees arrive at and leave work each day. Using a card reader with issued employee cards (or any card with a magnetic strip) allows Clock Real Time to be used in even the most professional environments because using Clock Real Time adds security to any company or organization as it tracks time events.

- ***Use Almost Any Card.*** Clock Real Time can use manual Check-In and Check-Out of employees, this however is generally not the preferred way to Check-In and Check-Out and is only used in case an employee lost or forgot his electronic identification media. Clock Real Time works with almost any electronic identification media that delivers some unique identifier of up to 128 characters. Most often a Swipe Card Reader is used with employer issued swipe cards which can be obtained at http://www.clockrealtime.com. However, ***the same Swipe Card Reader can also read credit cards, debit cards, bank cards, basically any credit card type card with a magnetic stripe!.*** As long as these cards input a unique identifier these cards can be associated with a person and can be in Clock Real Time used to identify that person.
- ***Reduce Payroll Expense.*** Many companies that use Clock Real Time pay their employees according to the time report, just the way companies that use a punch card time clock do. Responsibility for clocking in and out is placed on employees and tracked by computer instead of some form of human recording or estimated employee time reports. ***Using Clock Real Time, Payroll Expense precisely reflects actual working time.***
- ***Save Management Time.*** Clock Real Time puts responsibility for managing employee time on the employee instead of on the manager or

owner. Now managers can relax knowing that Payroll will be accurate and human time recording estimation and error eliminated. By issuing employee cards connected to the system, Clock Real Time let's you manage all employee movement into and out of your company automatically. In this way, Clock Real Time saves you money by precisely measuring and reporting time on the job for all employees without your intervention.

- ***Save Employee Time.*** If your employees spend time creating employee time reports, Clock Real Time eliminates that task. Employees simply swipe their card on the way into and out of work, and all work time is recorded.
- ***Leverage the Power of Computers to Cut Payroll Costs Automatically.*** Kneson Clock Real Time learns information in multiple screens automatically - all data is changeable from any screen. Clock Real Time makes the computer perform all aspects of employee time management and reduces human time to process employee time data to a fraction of normal employee attendance processing time, and often the system requires no processing time.

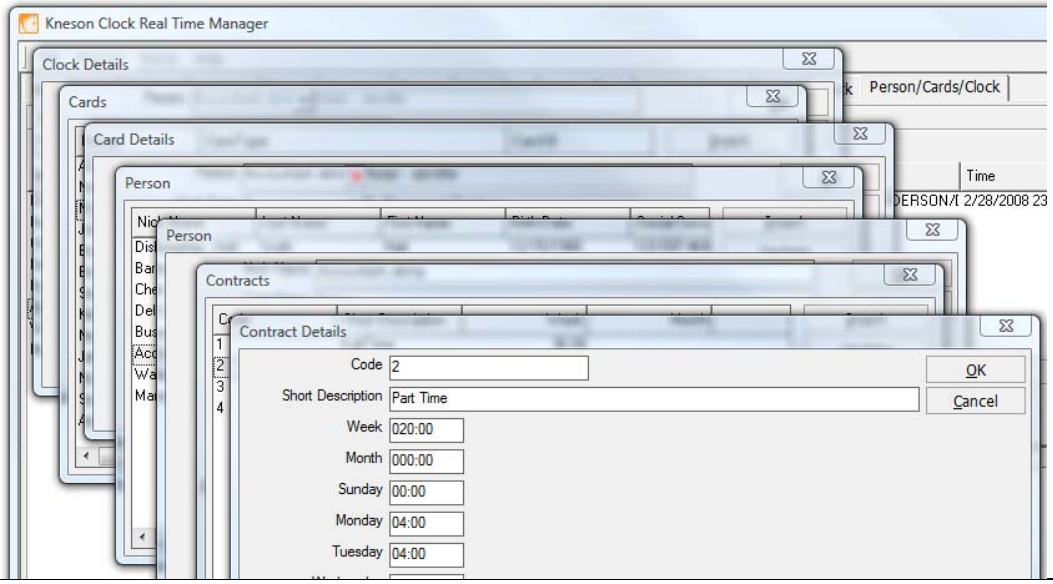
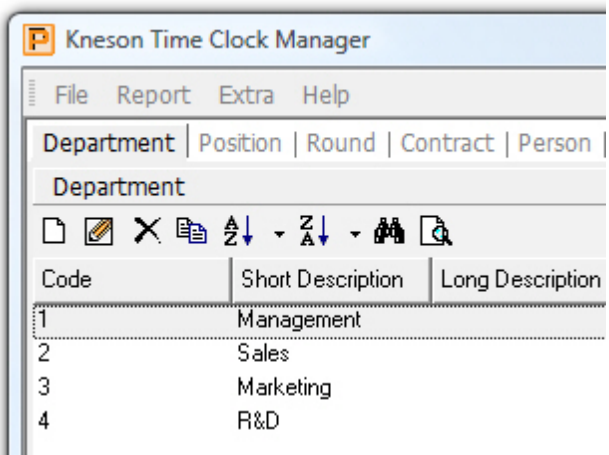


Figure 2: Multiple Screen Example.
All data elements are always accessible from anywhere in the system.

In this help file, you will find explanations of the various functions of Clock Real Time program. You can find help at any time by choosing 'Help' from the main menu or by pressing the F1 key.

Help screens inside the program can have various words or phrases underlined. Clicking on a phrase takes you immediately to that related subject.

Clicking the 'Back' button brings you back to the previous page that you have visited (keep in mind this is not necessarily the previous page in the structure of help files).



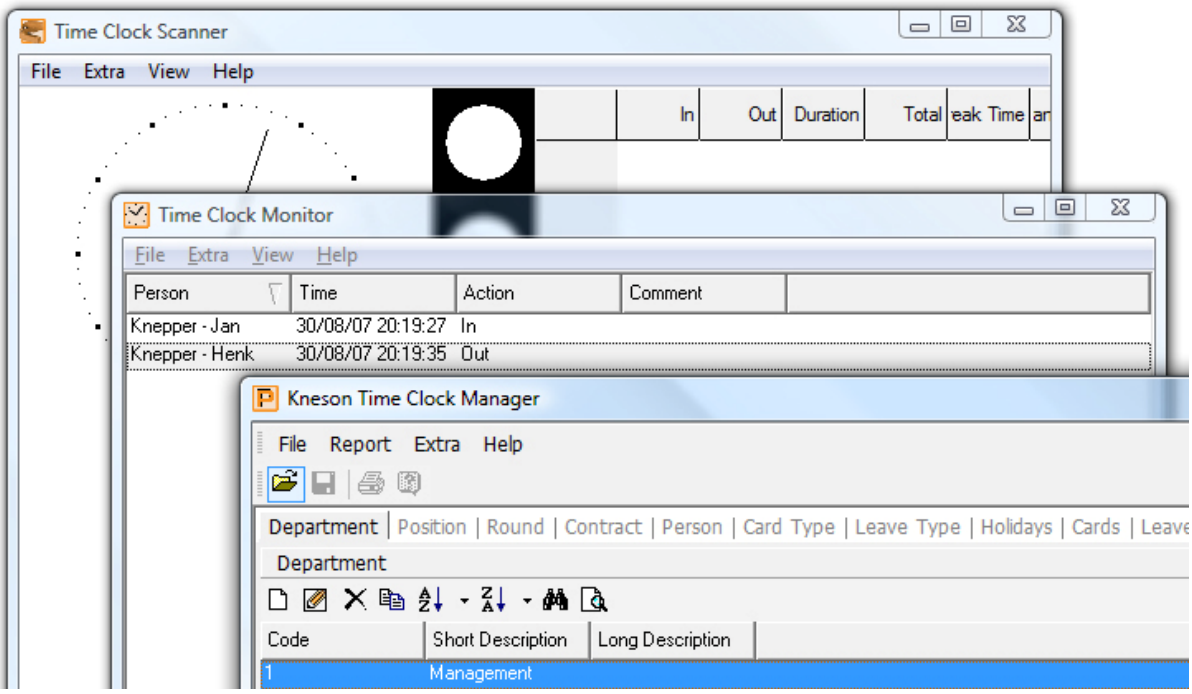
Every company or organization has people that fill three roles:

They work in one "division" or department of the company
They have a position of expertise they lend to that department
They have a contract specifying the amount and method they get paid

Clock Real Time Components

Clock Real Time has several components and subsystems. This manual covers the Clock Real Time 3 main parts:

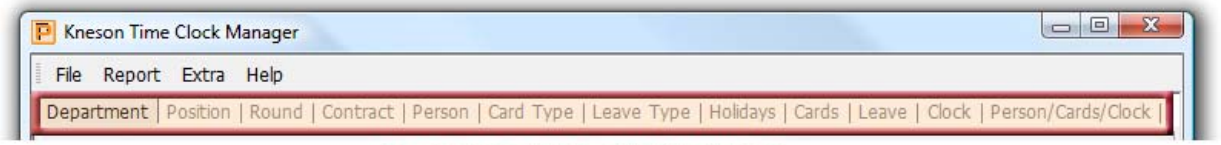
- Kneson Time Clock Manager
- Kneson Clock Real Time Scanner
- Kneson Clock Real Time Monitor



The Clock Real Time Manager has an internal component called the Clock Real Time Report Generator.

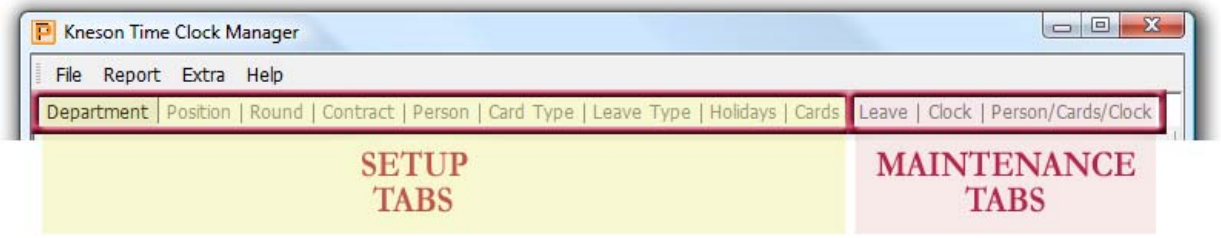
Tabs in the Time Clock Manager

You navigate through the Time Clock Manager by clicking on TABS. Clock Real Time has 12 Tabs along the top of the Time Clock Manager:



CLOCK REAL TIME TABS

TAB Functions. The first 9 Tabs are SETUP TABS, and the last 3 are MAINTENANCE TABS:



Clock Real Time TABS (highlighted above) are:

	TABS	FUNCTION	PAGE
SETUP TABS	DEPARTMENT	Maintain company departments	78
	POSITION	Maintains personnel positions	86
	ROUND	Defines rounding intervals	95
	CONTRACT	Maintains contract types	99
	PERSON	Maintains personnel records	110
	CARD TYPE	Maintains forms of swipe card	121
	LEAVE TYPE	Categorizes time-off reasons	123
	HOLIDAYS	Defines recognized day off holidays	133
	CARDS	Maintains swipe card records	135
MAINTENANCE TABS	LEAVE	Maintains records of leave events	155
	CLOCK	Maintains clock-in and out records	170
	PERSON/CARDS/CLOCK	Aggregates three most used tabs	37

Keyboard Shortcuts

The following keyboard shortcuts are available throughout the entire program:

In Order To:	***Press:***
Get Help	F1
Popup Referenced Table	F4
Change/Modify/Update Record	F4/Enter
Copy Record	Ctrl+F4/Ctrl+Ins
Select Record	Enter
Go to Next Tab	F6 or Ctrl-Tab
Go to Previous Tab	Shift-F6 or Ctrl-Shift-Tab
Search	Ctrl-S
Jump To Record	Ctrl-F
New Record	Ins
Delete Record	Del
Increase or Decrease Date or Time values	Up Arrow or Down Arrow with Date or Time value highlighted
Move right or left to next field	Left Arrow or Right Arrow

Chapter Progress

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Quick Start	21	Must Read
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Overview	61	Read
You Are Here ⇨ **Clock Real Time Scanner**	**68**	**Read**
Clock Real Time Monitor	72	Read
Section 1: Setup Tabs	76	Read / Reference
Section 2: Maintenance Tabs	154	Read / Reference

Clock Real Time Scanner

The true power of Clock Real Time is in the use of the scanner magnetic swipe cards like credit cards[4] to record employee entrances and exits. Since employees are responsible for clock IN and OUT themselves, more accuracy is achieved and payroll costs held to a minimum.

The Clock Real Time Manager manages data coming in both from the Clock Real Time Scanner and from manual input. This assures both automation and the ability to keep attendance records accurate.

Setting up Employees

Setting up employees into the Clock Real Time system is described in the section entitled "Quick Start 2 - Setting Up Cards" beginning on page 29 above.

Employee Clock Events

Employee clock events are performed with the other scanner that was sent with the system. Locate the scanner with the green "H" on the bottom and plug it in to the system. The computer should instantly recognize the device.

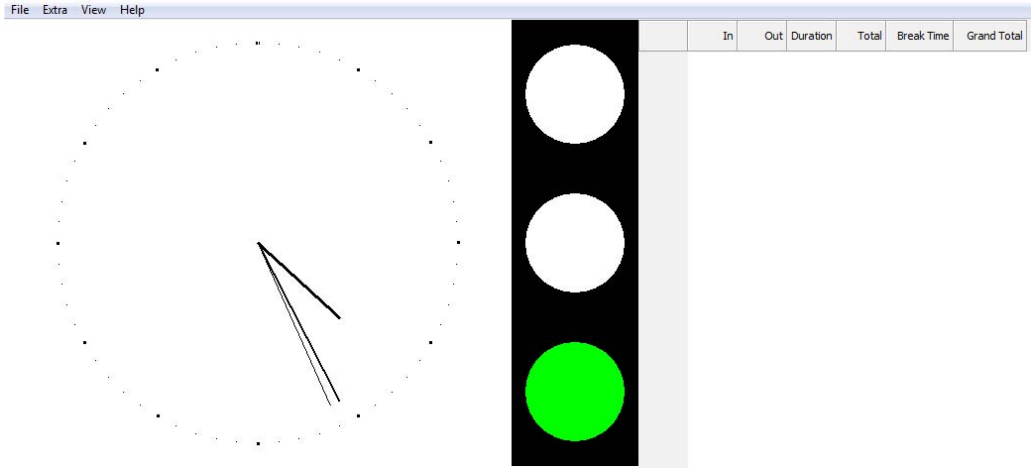
Clock Event Steps

IMPORTANT! THE FOLLOWING PROCEDURE ASSUMES AN EMPLOYEE'S CARD HAS BEEN ENTERED INTO THE SYSTEM FOLLOWING THE PROCEDURE IN ***Quick Start 2 - Setting Up Cards*** BEGINNING ON PAGE 29. Otherwise the instructions in this section will not record clock events.

[4] Kneson Software has generic magnetic card packs you can purchase. Visit http://www.clockrealtime.com/order.html and select the number of "Clock Real Time - 20 Blank swipe cards" you need for your company.

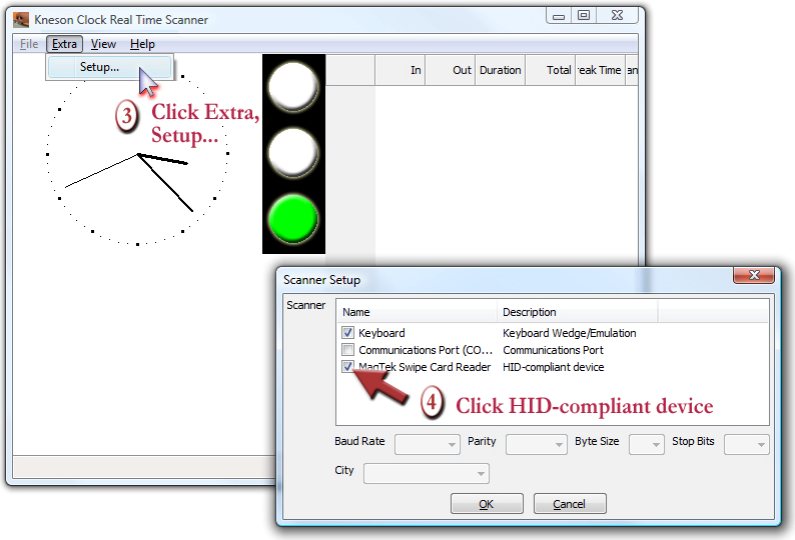
1. Start Clock Real Time Scanner from the program list or by clicking on the Scanner icon.

2. The Clock Real Time Scanner will take over the screen.



Employees can now clock in and out by swiping any card that has been entered into the system for them.

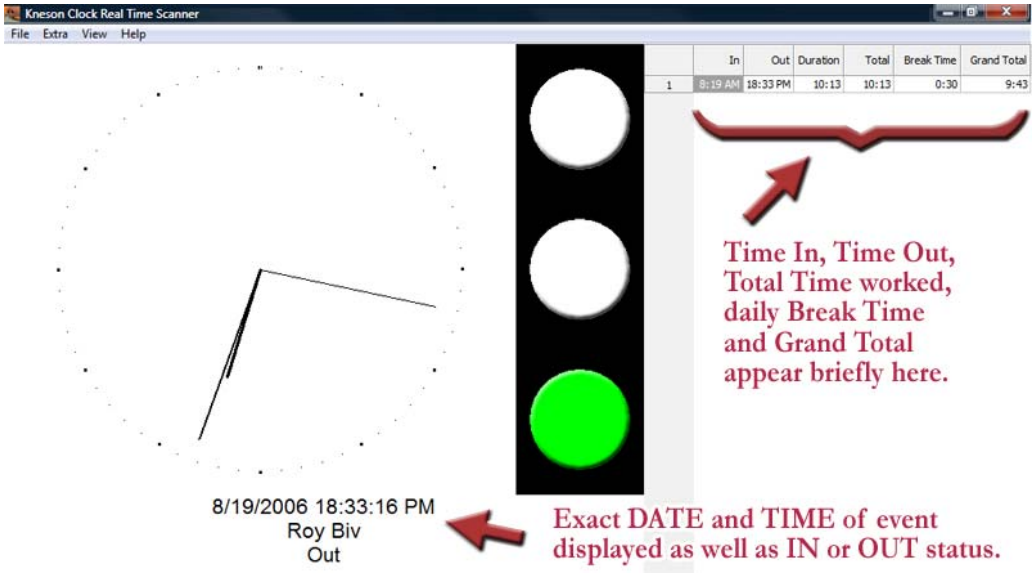
3. Setup HID Scanner



Click Extra, Setup to open the Scanner Setup window

4. Click ON the HID-compliant checkbox.

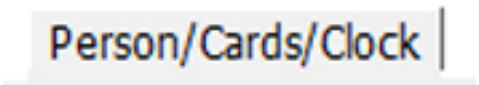
EXAMPLE*: Continuing the restaurant manager example from Quick Start 3, the DATE is August 19, 2006 at 6:33 PM. A restaurant manager named Roy Biv is the last one to clock out of his restaurant. As he walks by the card scanner, he swipes his card and sees the following briefly appear on the Scanner monitor:*



As soon as the manager swipes his card, Clock Real Time Scanner displays the DATE, TIME and IN or OUT status under the clock, and the Time In, Time Out, Total daily Duration then subtracts Break Time for a Grand Total along the top row.

As long as this is the correct event (clocking out), nothing else needs to be done. If this is an incorrect event (for example, if he had forgotten to clock in that morning and the screen said "In" instead of "Out") he would need to go into the CRT Manager to the PERSONS/CARDS/CLOCK tab to change the event.

The PERSONS/CARDS/CLOCK tab is discussed in detail in the section entitled "Quick Start 3 - Employee Time Management beginning on page 37 above.



Chapter Progress

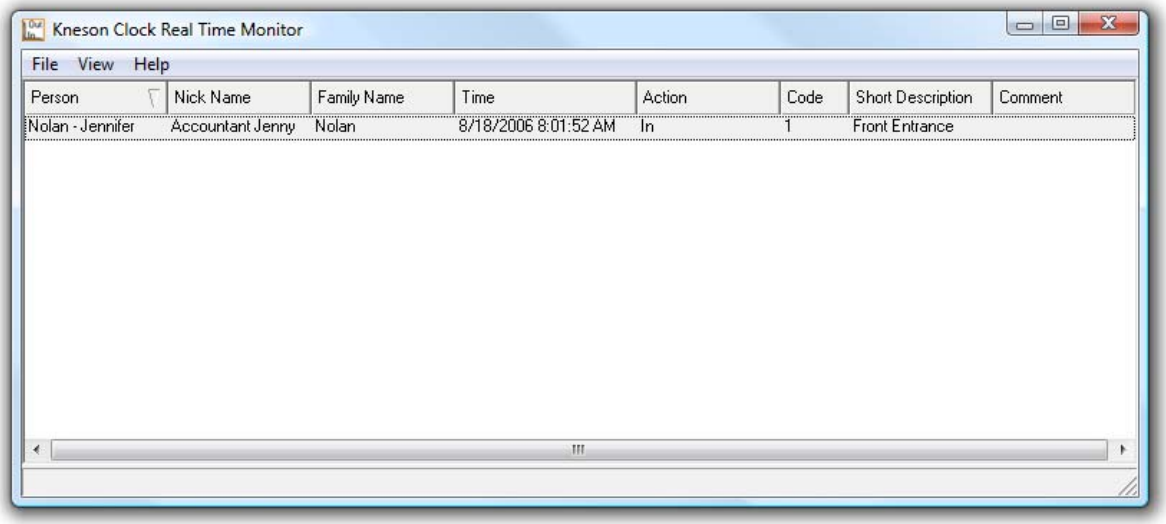
CHAPTER	PAGE	RECOMMENDATION
Quick Start	21	Must Read
Quick Start 2 - Setting Up Cards	29	Must Read
Quick Start 3 - Employee Time Management	37	Must Read
Quick Reports	54	Must Read
Overview	61	Read
Clock Real Time Scanner	68	Read
Clock Real Time Monitor	**72**	**Read**
Section 1: Setup Tabs	76	Read / Reference
Section 2: Maintenance Tabs	154	Read / Reference

You Are Here

Clock Real Time Monitor

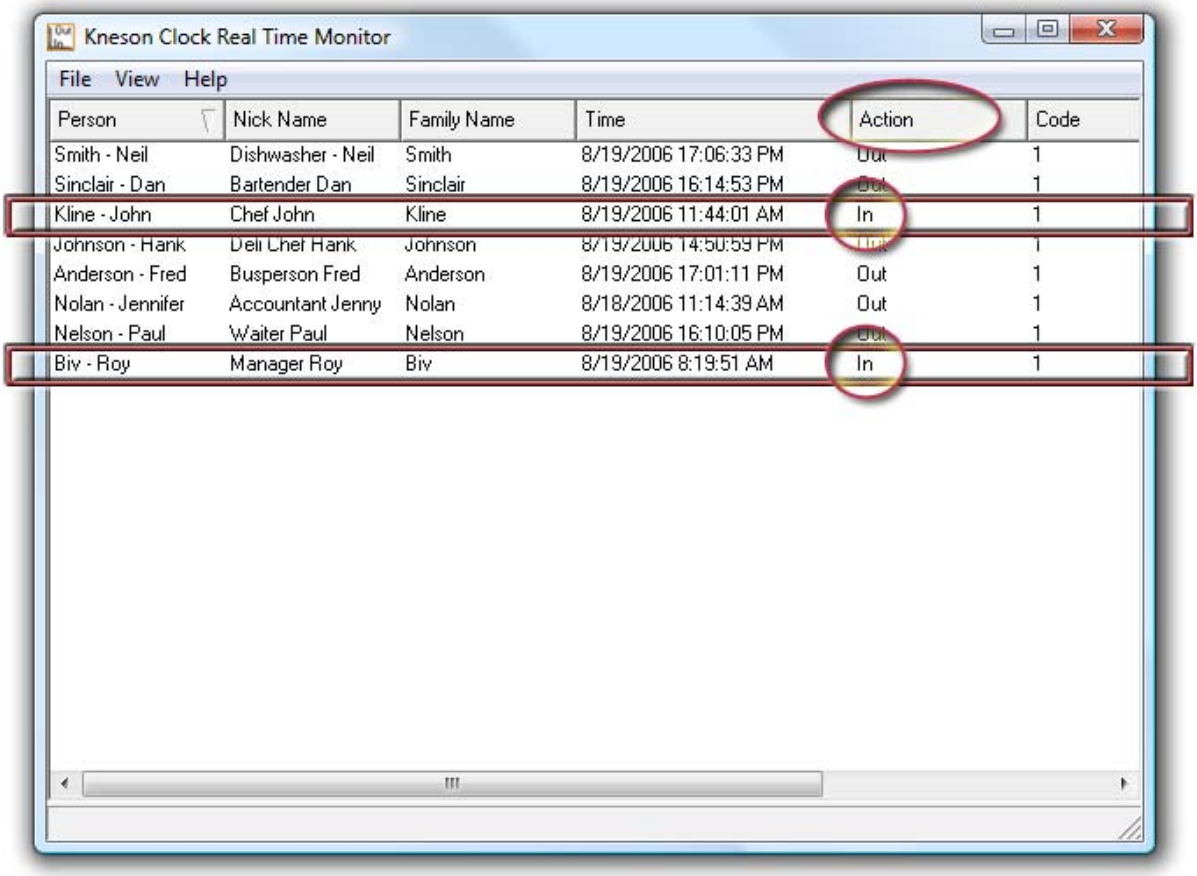
The Clock Real Time Monitor shows you the immediate status of your employees at a glance. ***Clock Real Time Monitor can show you the status of all employees in your organization, even remote locations***. Any computer or workstation needing to show that status of employees must be licensed with the Clock Real Time Monitor software.

When you start the Clock Real Time Monitor for the first time, it may be an empty or almost empty window. This is because Clock Real Time Monitor ***monitors*** employees after they've been entered into the Clock Real Time Manager.



EXAMPLE: *To illustrate the use of Clock Real Time Monitor, we are going to continue our example of a restaurant manager named Roy Biv that has seven employees in a small daytime restaurant we introduced earlier.*

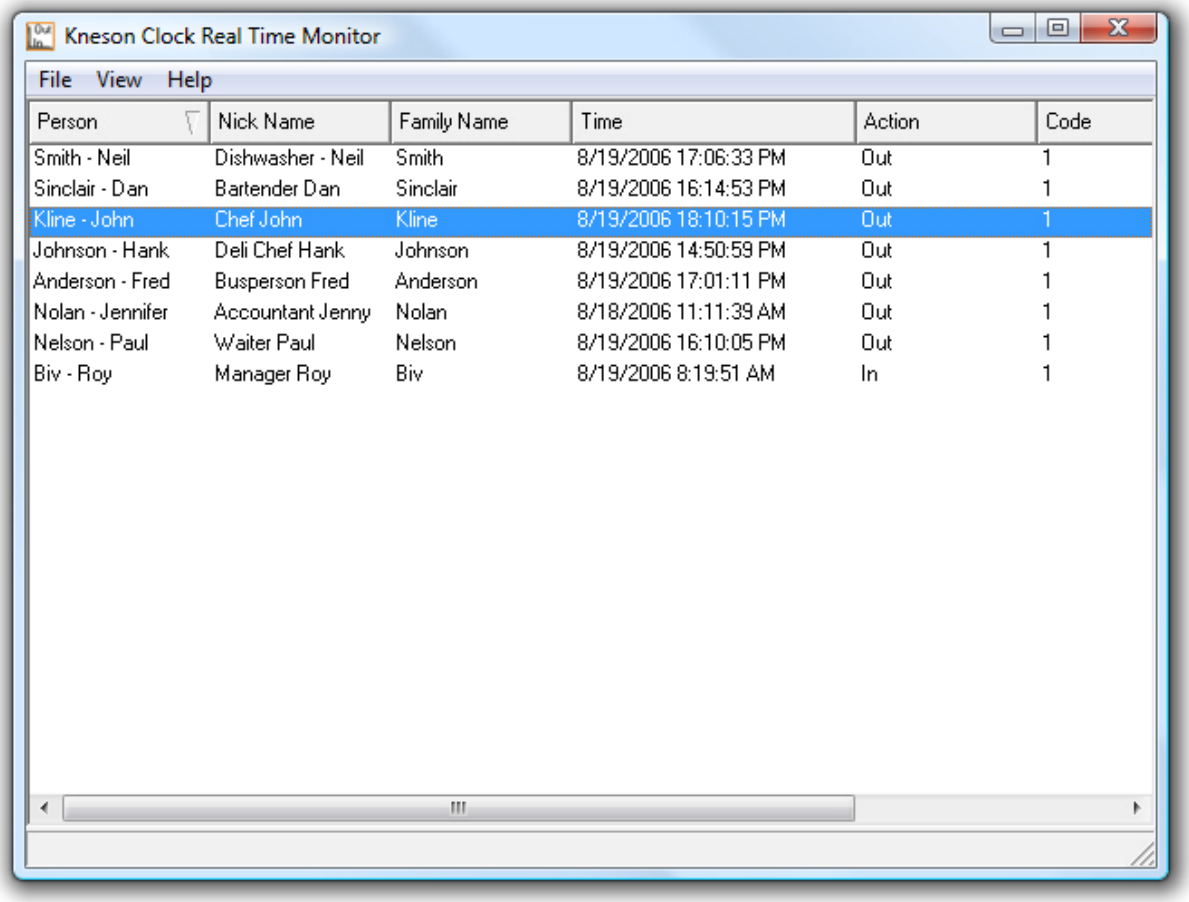
In this example, the manager, Roy Biv looks at the Clock Real Time Monitor from a private office on August 19, 2006 at 6:05 PM and notices two employees still clocked into the system.



Notice the events in the Action column. The Action column shows the last event that occurred for everyone in the system.

As you can see, the only two people logged in to the system as shown by the last Action being "In" are "John Kline" the chef and the manager. This allows the manager to know who is clocked in and can take any necessary action based on attendance needed to make sure he has full staff when needed and everyonce clocked to save payroll costs when closed.

Our example restaurant is a daytime only establishment and closes promptly at 6 PM. Roy the manager calls the kitchen to find out why the chef is still working and finds out John Kline the chef has unloading to do before leaving that will take about five more minutes. Five minutes later, at 6:10 Roy immediately sees the chef clock out at the moment he leaves:



This leaves only the manager himself clocked in. The next morning, if he is the first one at work, he will be able to see employees clock in as they arrive ***in real time****.*

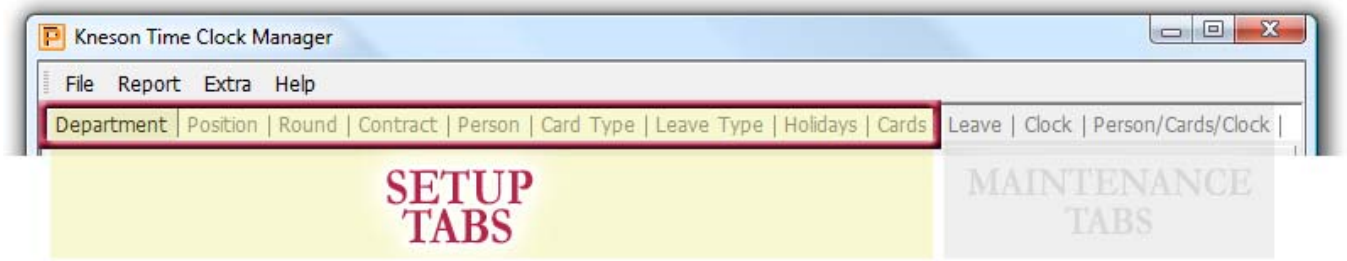
Chapter Progress

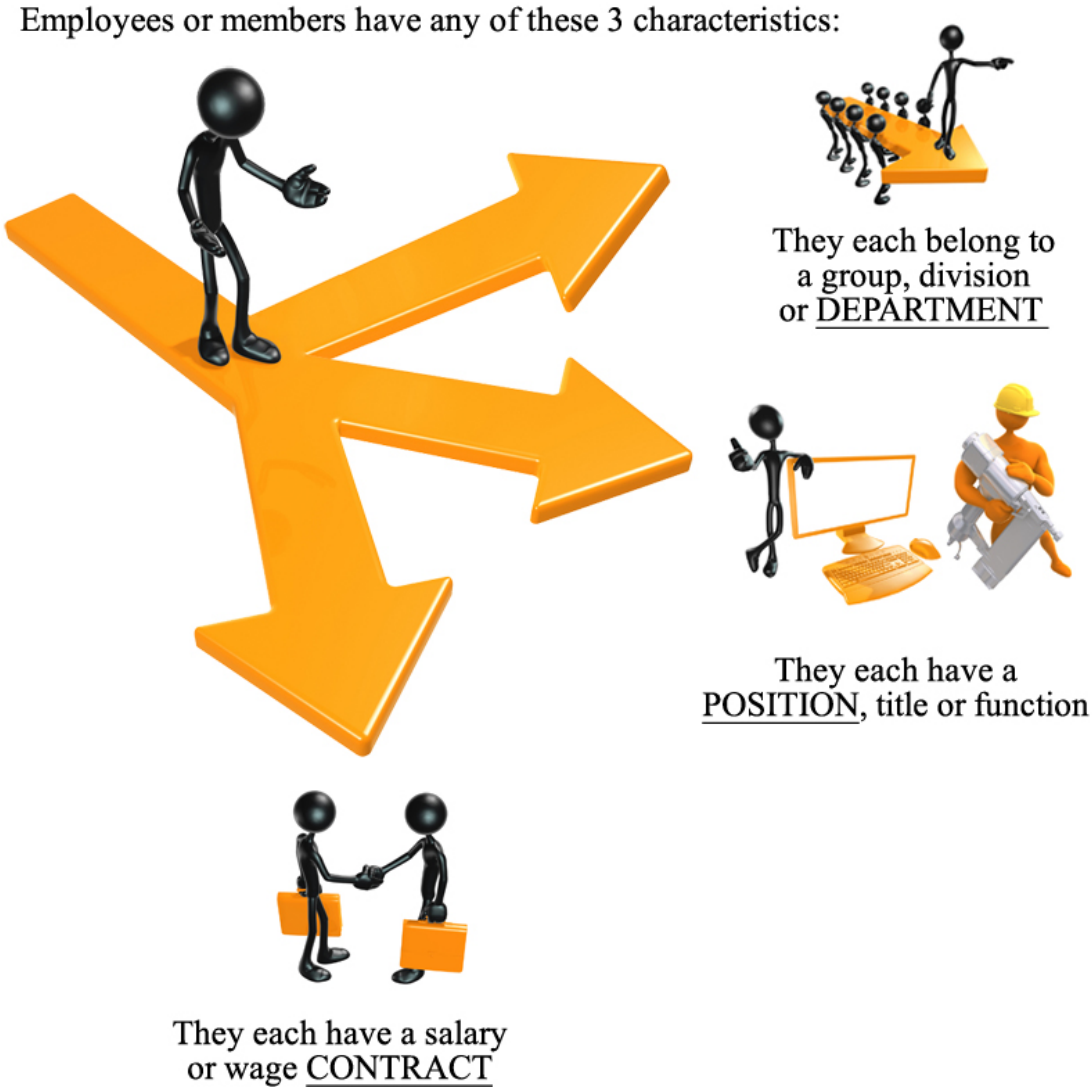
CHAPTER	PAGE	RECOMMENDATION
Quick Start	21	Must Read
Quick Start 2 - Setting Up Cards	29	Must Read
Quick Start 3 - Employee Time Management	37	Must Read
Quick Reports	54	Must Read
Overview	61	Read
Clock Real Time Scanner	68	Read
Clock Real Time Monitor	72	Read
Section 1: Setup Tabs	**76**	**Read / Reference**
Section 2: Maintenance Tabs	154	Read / Reference

You Are Here ⇨

Section 1: Setup Tabs

This section discusses the first 9 SETUP TABS:





You can measure attendance and see reports on ***any*** of these characteristics. For example, if you have a small company that does not have DEPARTMENTS or divisions, you can measure attendance only by POSITION and CONTRACT. If you have a non-profit organization where

you don't pay salary or wages, you can measure attendance by DEPARTMENT and POSITION only. Clock Real Time puts you in control of your employee (or member) time, based on any or all of these characteristics automatically.

DEPARTMENT Tab

Clock Real Time comes with four typical DEPARTMENTS already set up, Management, Sales, Marketing and R&D. You can use the buttons or the right mouse menu to add, edit or delete DEPARTMENTS that match your company or organization.

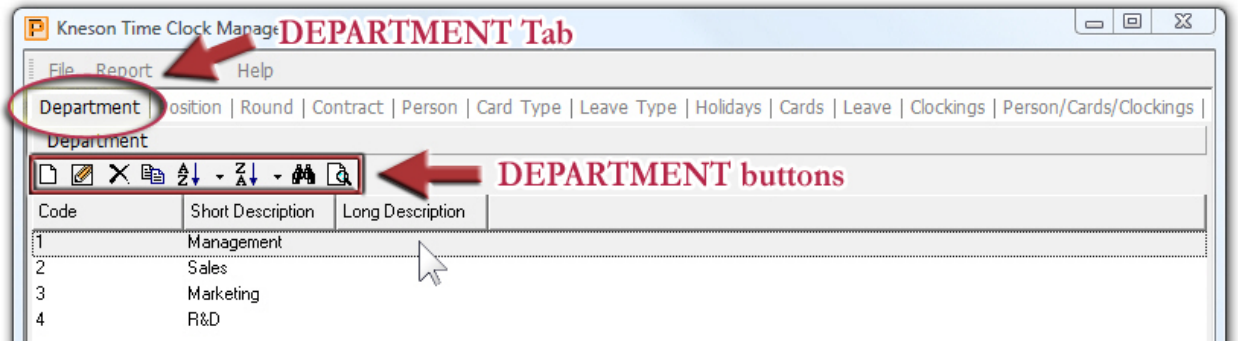
Example DEPARTMENTs:

Management

Sales

R&D

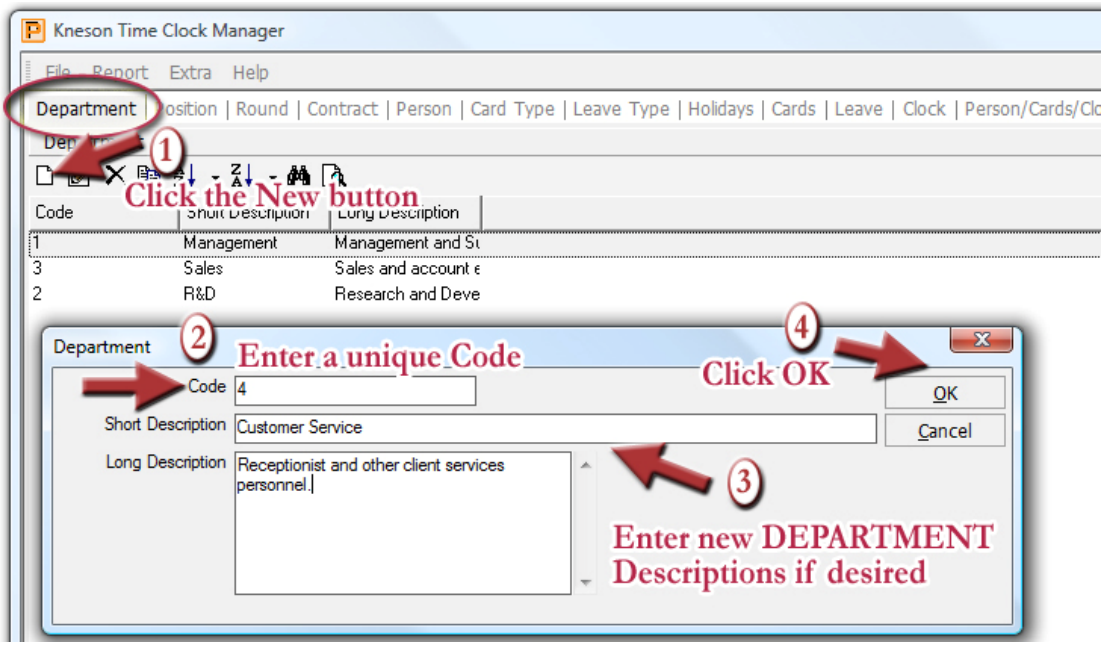
For example, many small companies probably do not have an "R&D" DEPARTMENT, but they might have a "Customer Service" DEPARTMENT. You can add or edit existing DEPARTMENTS as needed.



Click the DEPARTMENT tab and add or edit the entries using the Time Clock Manager buttons:

New DEPARTMENT

Creates new DEPARTMENT listing. Click the new icon and enter the new DEPARTMENT information.

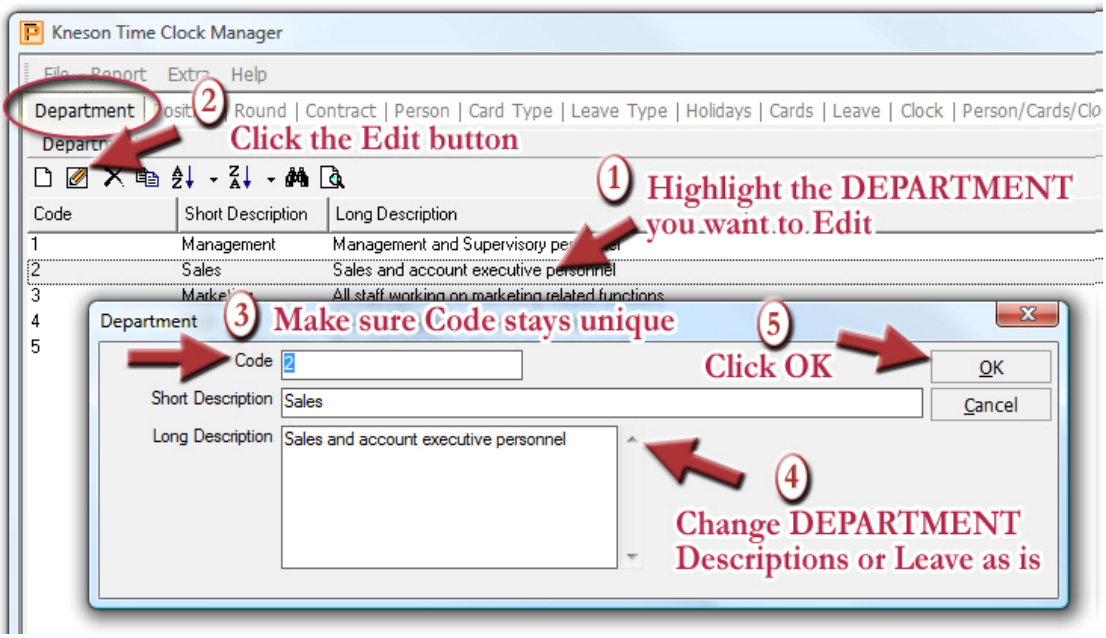


New DEPARTMENT Steps:

1. Click the New button.
2. Enter a new, unique Code in the Code field. The Code can be any combination of letters or numbers but cannot be the same as any other listed DEPARTMENT.
3. Add new Short or Long Descriptions or leave them empty.
4. Click OK.

Edit DEPARTMENT

Edits existing DEPARTMENT information. Click the Edit button and change an existing DEPARTMENT's information.

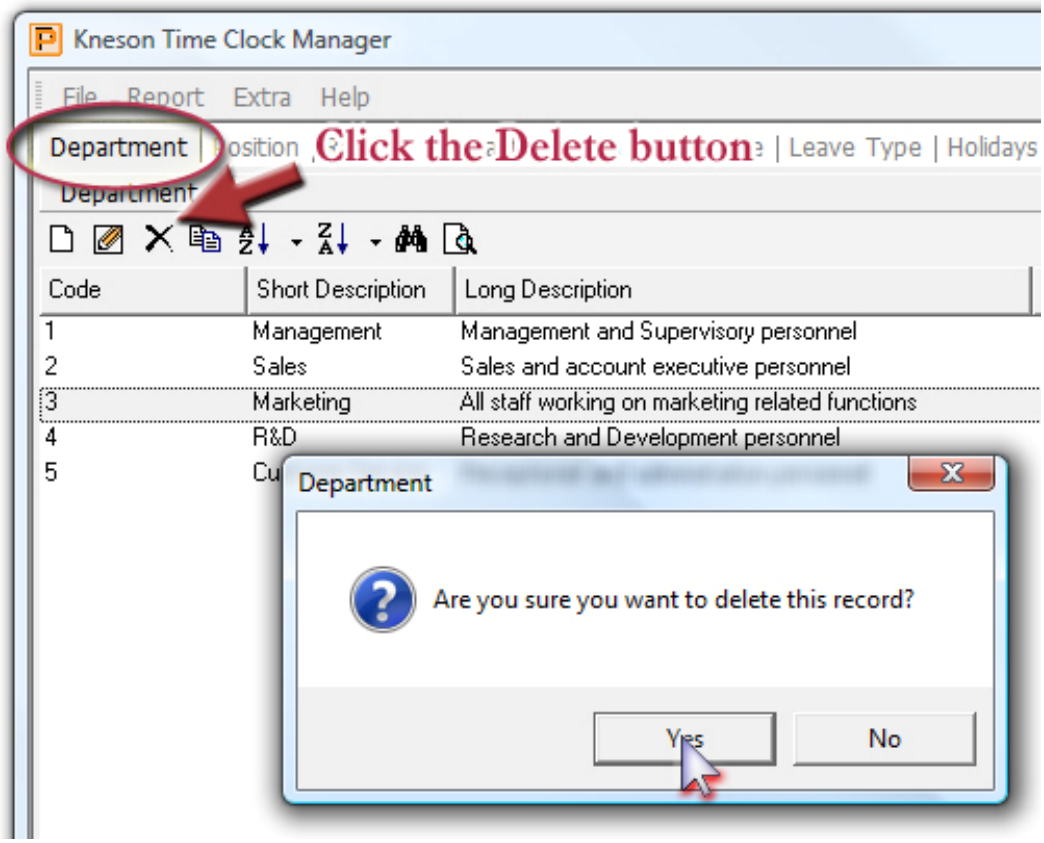


Edit DEPARTMENT Steps:

1. Highlight the DEPARTMENT you want to Edit by single-clicking the item in the list.
2. Click the Edit button. (Double clicking in step 1 above has the same effect. ***Tip:*** Double-clicking the record has the same effect as the Edit button.
3. Edit any of the fields in the DEPARTMENT box that appears. Remember that the Code must remain unique - no codes can be the same. You can change the Short or Long Description fields or leave them as they are or empty.
4. Click OK.

Delete DEPARTMENT

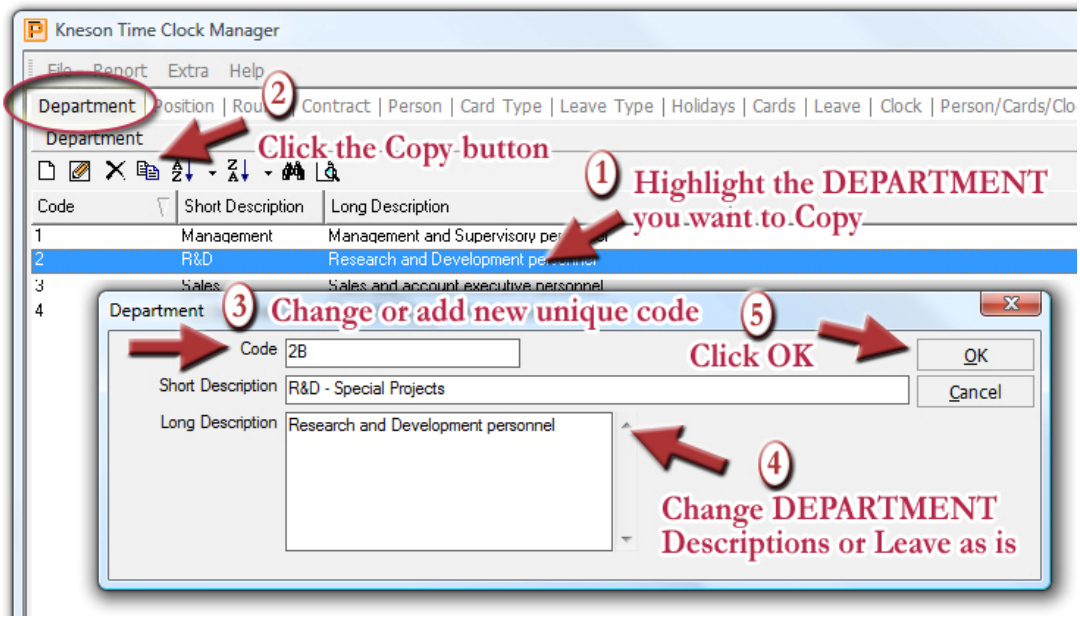
Deletes DEPARTMENT. Click the Delete button to remove a DEPARTMENT from the DEPARTMENT list.



Be careful - there is no undo function for this action!

Copy DEPARTMENT

Copies highlighted DEPARTMENT with new Code entry. Clicking the Copy button presents a dialog box where you ***must*** provide a new, unique Code and you ***can*** edit descriptions as well.



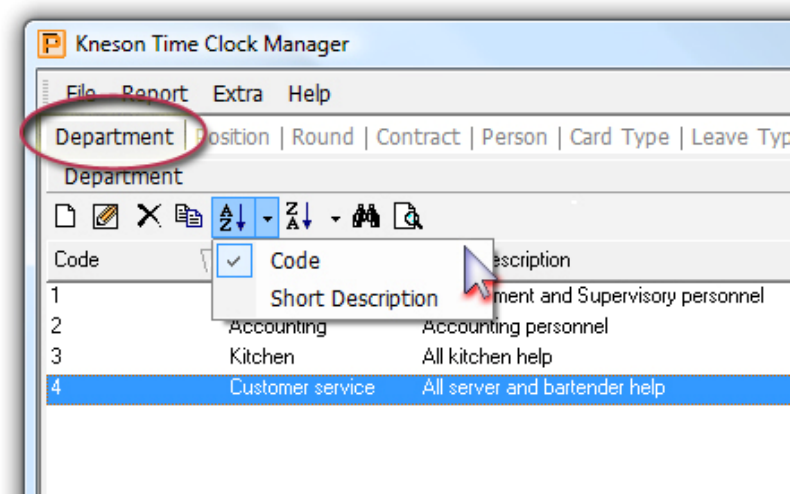
Copy DEPARTMENT Steps:

1. Highlight the DEPARTMENT you want to Copy by double-clicking the item in the list.
2. Click the Copy button
3. IMPORTANT! Change the code! The only item that ***must*** be changed is the code value. ***No two items can have the same code.***
4. Edit any of the fields in the DEPARTMENT box that appears. Remember that the Code must remain unique - no codes can be the same. You can change the Short or Long Description fields or leave them as they are or empty.
5. Click OK.

Sort DEPARTMENT

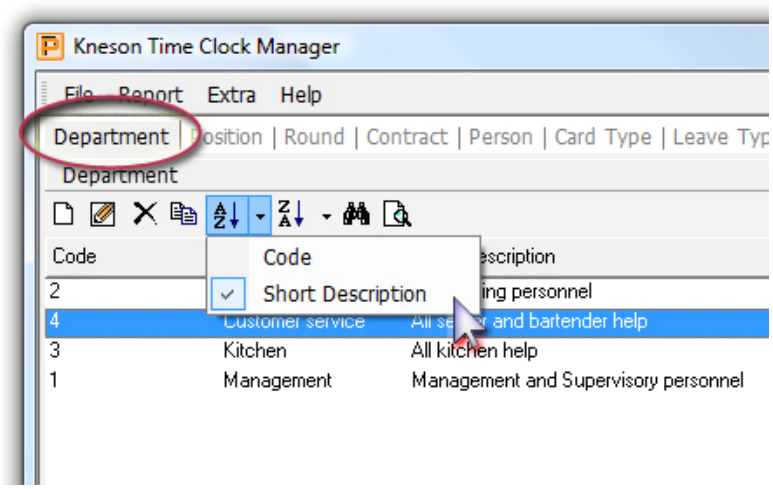
Sort DEPARTMENT Forward from top to bottom. Click this button to Sort the list alphabetically from A to Z.

Sorted by DEPARTMENT code:



Notice "Customer Service" is at the bottom and the listing when sorted by Code.

Sorted by DEPARTMENT Short Description:



Notice the Short Description listing is now sorted and the Code field is not.

Sorting can be done by clicking in the table header on the first column(column header) of a specific sort order. In DEPARTMENT this is "Code" and "Short Description". Clicking the same column header again inverses the sort order.

Sort DEPARTMENT Backwards from bottom to top. This button ***reverses*** the effect of the Sort Forward button for the item selected, Code or Short Description.

DEPARTMENT Tab Jump

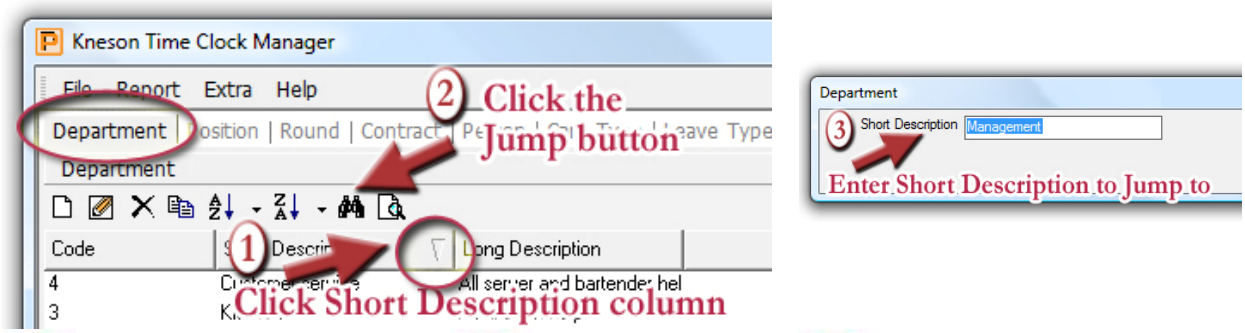
Jump to DEPARTMENT record. Click this button to jump immediately to the DEPARTMENT whose ***column value*** you know. This field is used to quickly jump to a record in a long list.

Jump is a dynamic function under all Tabs. The Jump function "jumps to" a value that ***depends on which column you have clicked on to sort.***

For example, when the DEPARTMENT table "Code" column is clicked (light grey arrow appears in column heading), Jump will ask for a "Code" to jump to:

1. Mouse click on the **Code** column
2. Click the Jump button
3. **Code** Jump box appears

When the DEPARTMENT table "Short Description" column is clicked (light grey arrow appears in column heading), Jump will ask for a "Short Description" to jump to:

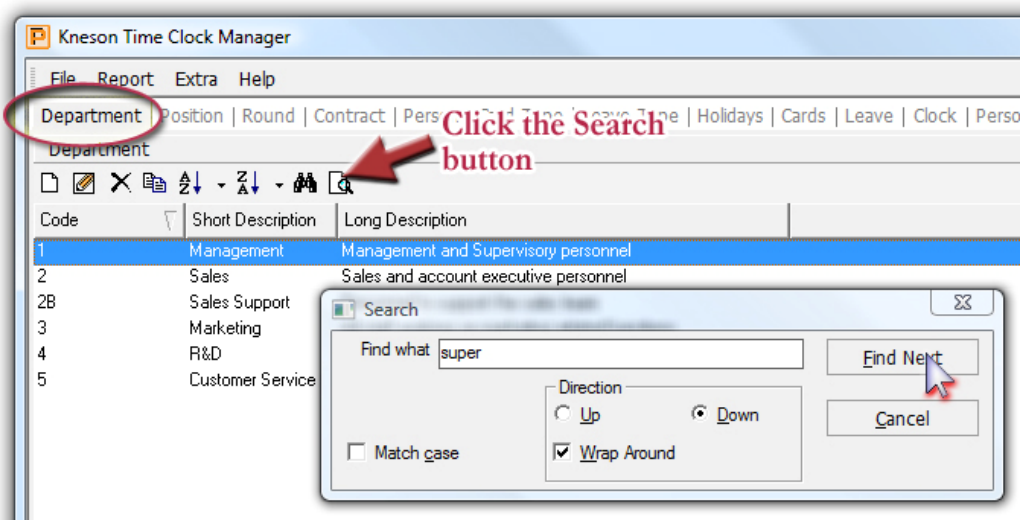


1. Click on the **Short Description** column
2. Click the Jump button
3. **Short Description** Jump box appears

In other tables other indexes/sort orders exists which can be directly jumped to. All Tabs in the system will always jump based on a value ***specified by which column is sorted or which column heading has the light grey arrow***. If the value input in the Jump dialog box does not exist, the program will Jump to the first smaller value or the first larger value depending on which is found first.

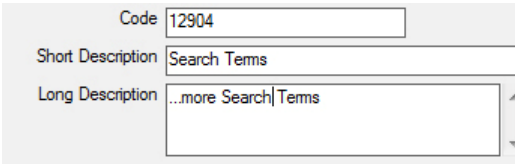
Search DEPARTMENT

Search for any DEPARTMENT text. Click this button to search all records and all Short and Long Descriptions to find a DEPARTMENT record.



IMPORTANT! USE THE DESCRIPTIONS BOXES

Be as detailed as possible when entering descriptions. This makes searching for items much faster.



POSITION Tab

Clock Real Time comes with four example POSITIONS set up. These need to be edited and added to according to the specific POSITION, title or function of people in your organization. You can use the buttons or the right mouse menu to add, edit or delete POSITIONS that match your company or organization.

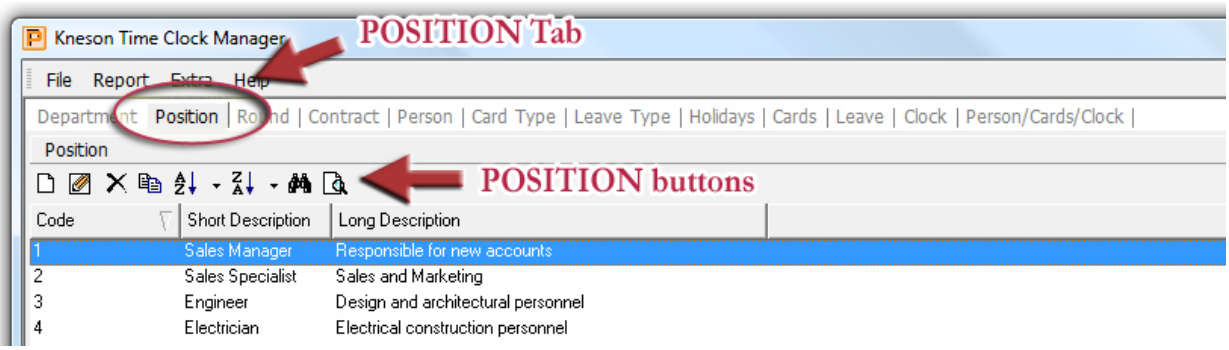
Example Positions:

Programmer

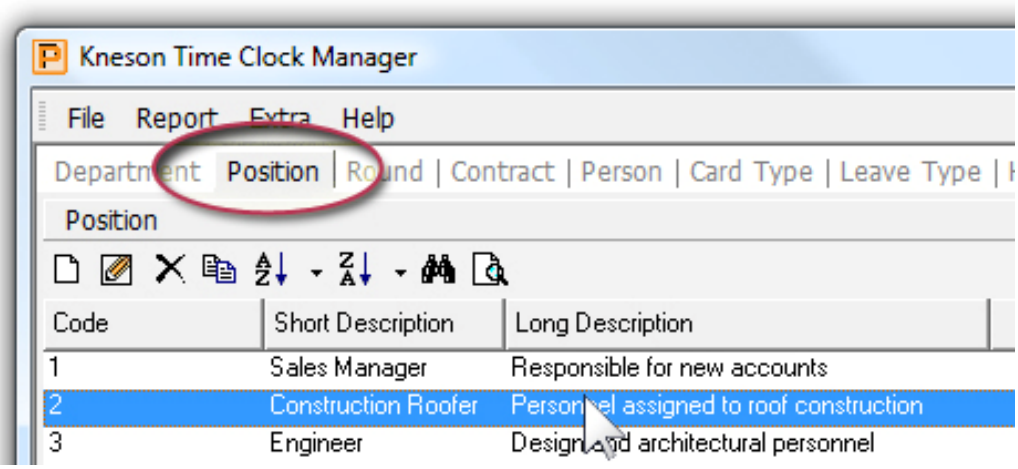
Construction Roofer

Salesperson

There are as many different POSITIONS as there are jobs. Click on the POSITIONS tab and create (add or edit) an entry for every position for all the people in your company.



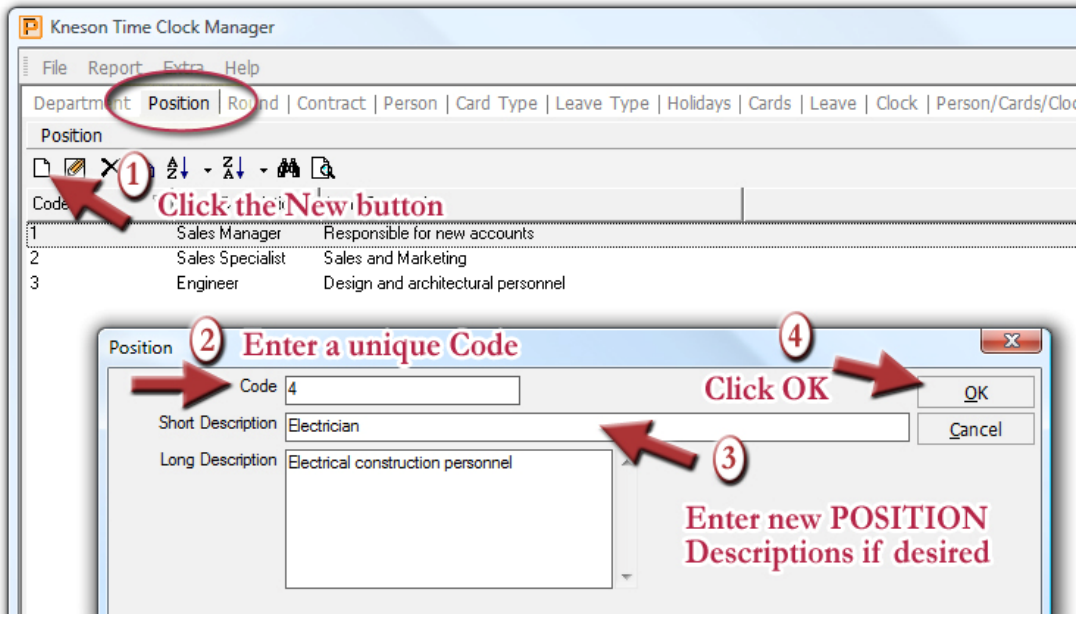
For example, many small companies probably do not have a "Sales Specialist" POSITION, but if they are a construction company they might have a POSITION for construction workers that build roofs called "Construction Roofer." You would then Edit the "Sales Specialist" POSITION that is already listed under the POSITION tab and change it to "Construction Roofer." Add, Edit or Copy other POSITIONS as needed.



Click the POSITION tab and add or edit the entries using the Time Clock Manager buttons as described below:

New POSITION

Creates new POSITION listing. Click the new icon and enter the new POSITION information.

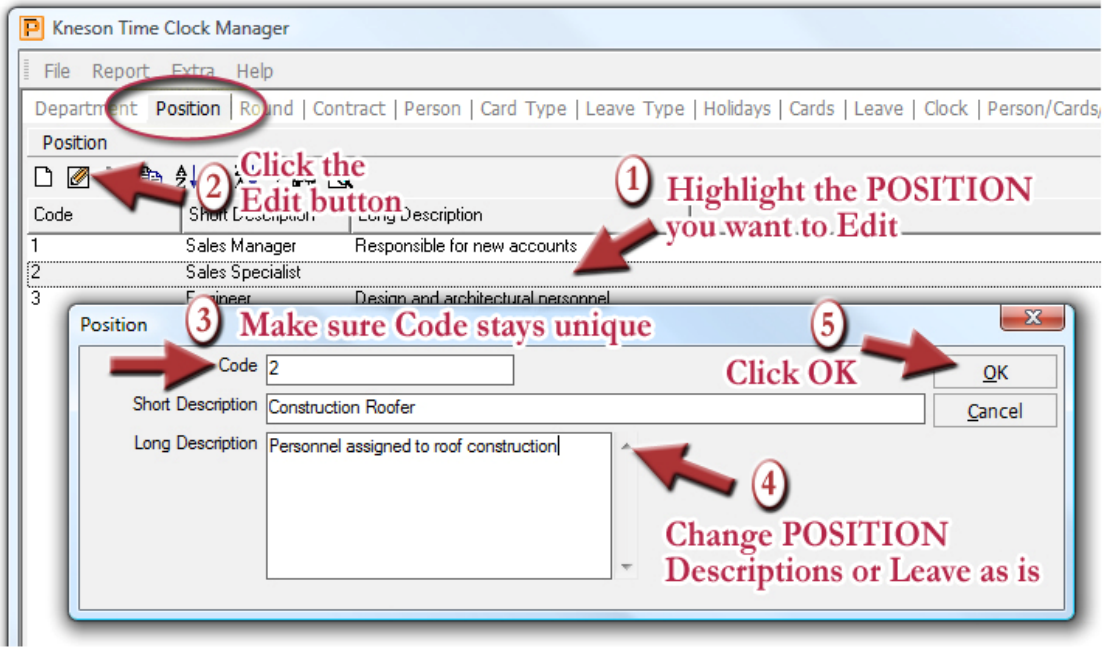


New POSITION Steps:

1. Click the POSITION tab, then the New button.
2. Enter a new, unique Code in the Code field. The Code can be any combination of letters or numbers but cannot be the same as any other listed POSITION.
3. Add new Short or Long Descriptions or leave them empty.
4. Click OK.

Edit POSITION

Edits existing POSITION information. Click the Edit button at the POSITION tab change a listed POSITION information.

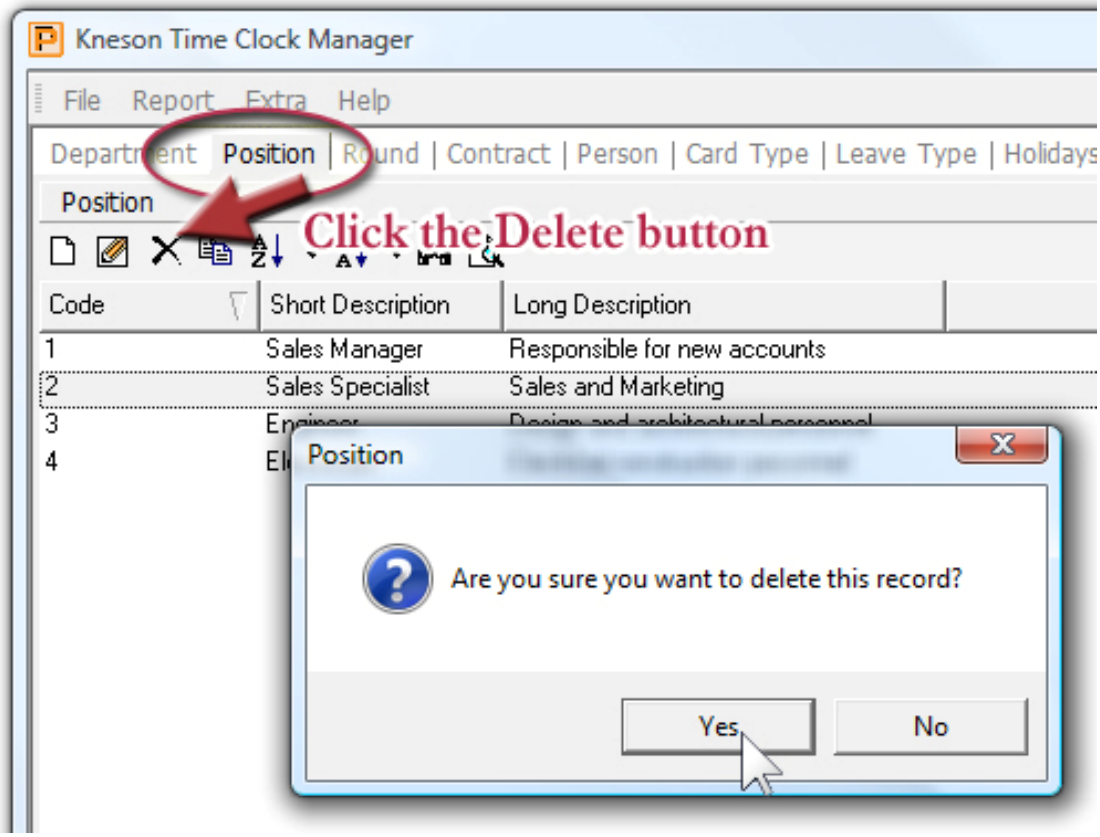


Edit POSITION Steps:

1. Click the POSITION tab. Highlight the POSITION you want to Edit in the list.
2. Click the Edit button. Double-clicking in Step 1 has the same effect.
3. Edit any of the fields in the POSITION box that appears. Remember that the Code must remain unique - no codes can be the same. You can change the Short or Long Description fields or leave them as they are or empty.
4. Click OK.

Delete POSITION

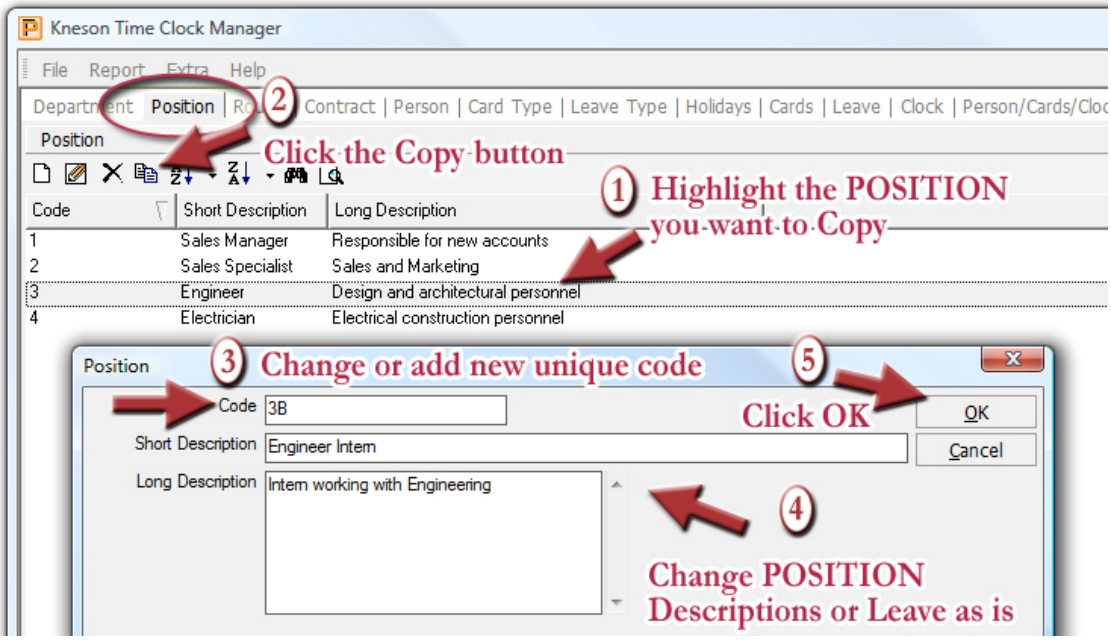
Deletes POSITION. Click the Delete button to remove a DEPARTMENT from the DEPARTMENT list.



Again ***be careful*** - there is no undo function for this action.

Copy POSITION

Copies highlighted POSITION with new Code entry. Clicking the Copy button presents a dialog box where you ***must*** provide a new, unique Code. Here also you don't have to edit anything else, but again, you should be a detailed as possible for easy searches.



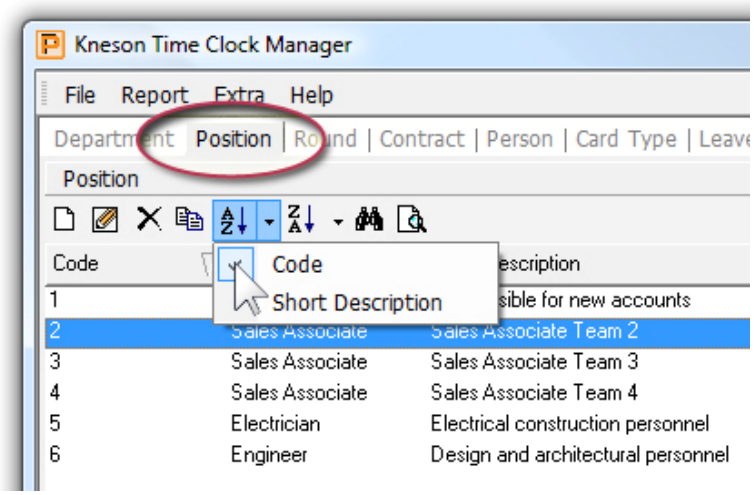
Copy POSITION Steps:

1. Highlight the POSITION you want to Copy by double-clicking the item in the list.
2. Click the Copy button
3. IMPORTANT! Change the code! The only item that ***must*** be changed is the code value. ***No two items can have the same code.***
4. Edit any of the fields in the POSITION box that appears. Remember that the Code must remain unique - no codes can be the same. You can change the Short or Long Description fields or leave them as they are or empty.
5. Click OK.

Sort POSITION

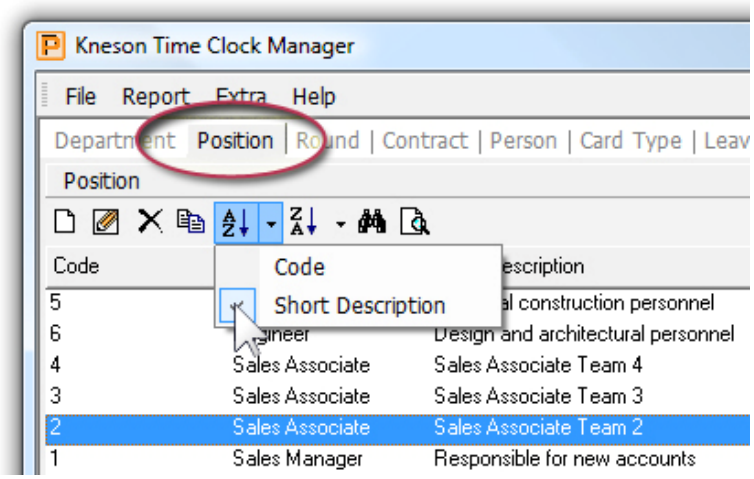
Sort POSITION Forward from top to bottom. Click this button to Sort the list alphabetically from A to Z.

Sorted by POSITION code:



Notice "Construction Roofer" is at the bottom when sorted by Code.

Sorted by POSITION Short Description:



Notice the Short Description listing is now sorted and the Code field is not.

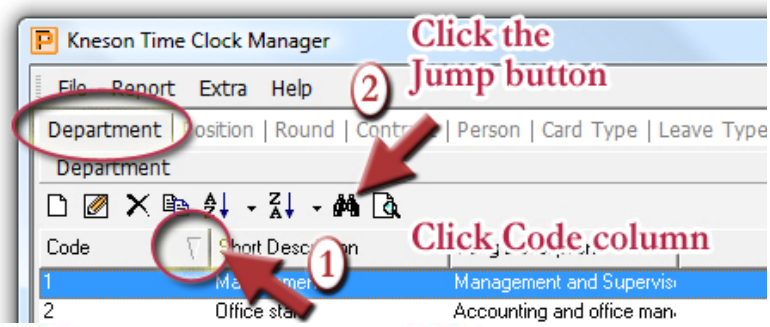
Sort POSITION Backwards from bottom to top. This button ***reverses*** the effect of the Sort Forward button for the item selected, Code or Short Description.

POSITION Tab Jump

Jump to POSITION record. Click this button to jump immediately to the POSITION whose ***column value*** you know. This field is used to quickly jump to a record in a long list.

Jump is a dynamic function under all Tabs. The Jump function "jumps to" a value that ***depends on which column you have clicked on to sort.***

For example, when the POSITION table "Code" column is clicked (light grey arrow appears in column heading), Jump will ask for a "Code" to jump to:

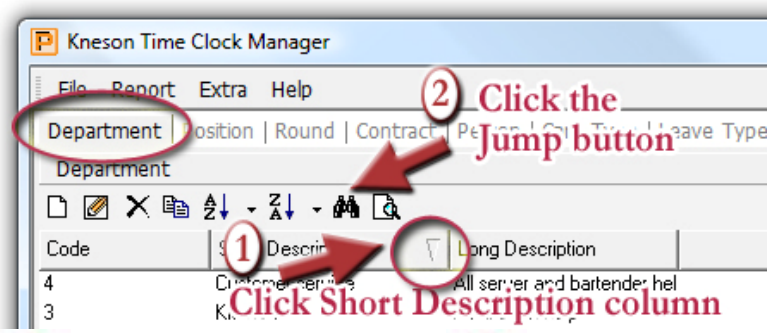


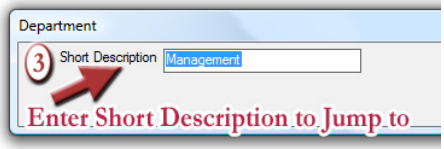
1 Mouse click on the **Code** column

2 Click the Jump button

3 **Code** Jump box appears

When the Department table "Short Description" column is clicked (light grey arrow appears in column heading), Jump will ask for a "Short Description" to jump to:





1 Click on the **Short Description** column

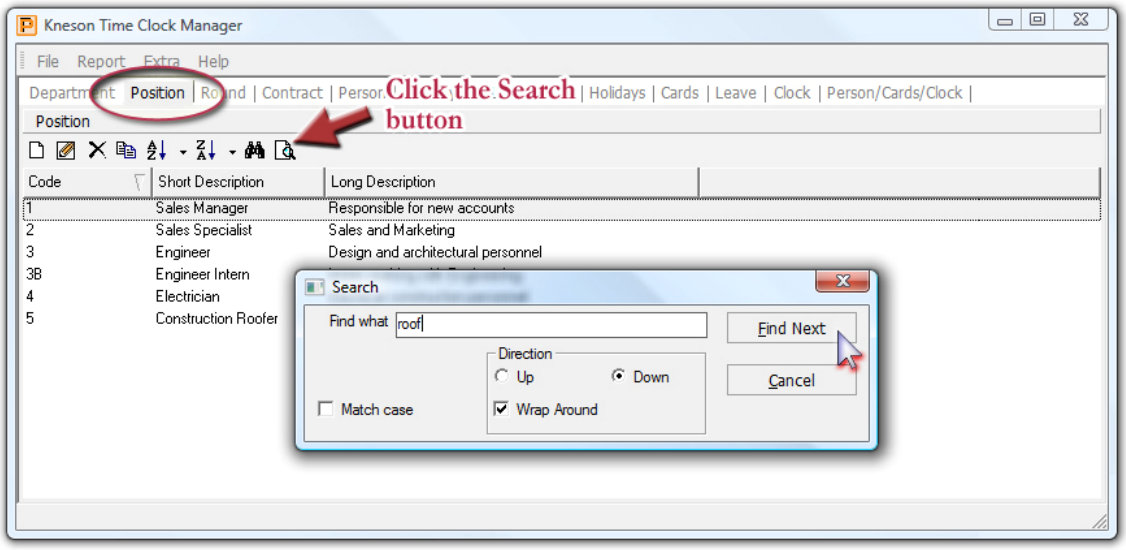
2 Click the Jump button

3 **Short Description** Jump box appears

In other tables other indexes/sort orders exists which can be directly jumped to. All Tabs in the system will always jump based on a value ***specified by which column is sorted or which column heading has the light grey arrow***. If the value input in the Jump dialog box does not exist, the program will Jump to the first smaller value or the first larger value depending on which is found first.

Search POSITION

Search for any POSITION text. Click this button to search all records and all Short and Long Descriptions to find a POSITION record.



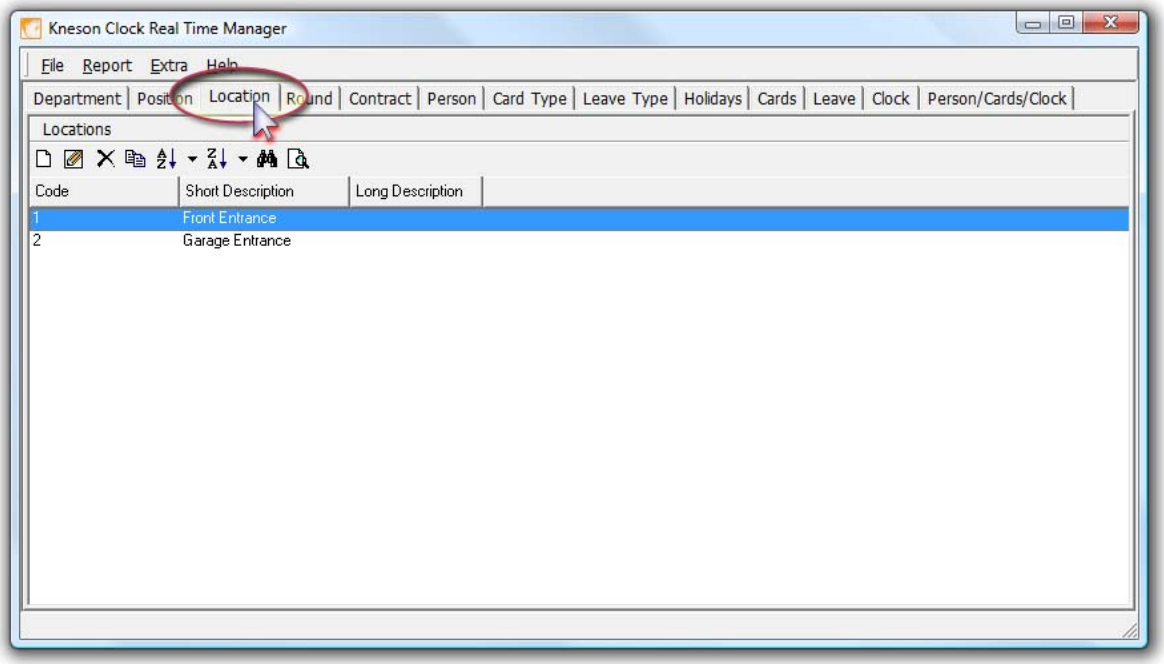
The Search function in Clock Real Time is extremely powerful. It will find any text anywhere in a record, and it will find by partial wording as in the above example.

LOCATION Tab

The Location Tab is currently reserved for future functionality. Planned development will include the ability to record time and attendance events as they occur in different building locations should that be important to your business or use of Clock Real Time.

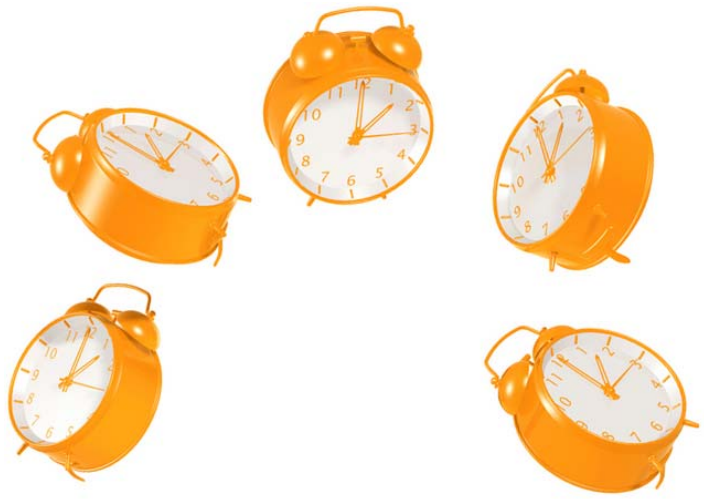
The Location tab in the software is functional now to the extent that locations can be set up inside Clock Real Time manager, but the card readers and reporting tools are not yet aware of this functionality. Let us know if this is important for your company by writing to Kneson Software at support@kneson.com. This will help let us know how needed this is by our customers and will assist us in focusing development priority for this functionality.

The LOCATION Tab:



ROUND Tab

Time ROUNDing is intended to round times up or down to specific time intervals for ***reporting purposes***. For example, when "Clock In" rounding is set as:



Lower Bound: 08:25
Upper Bound: 08:35

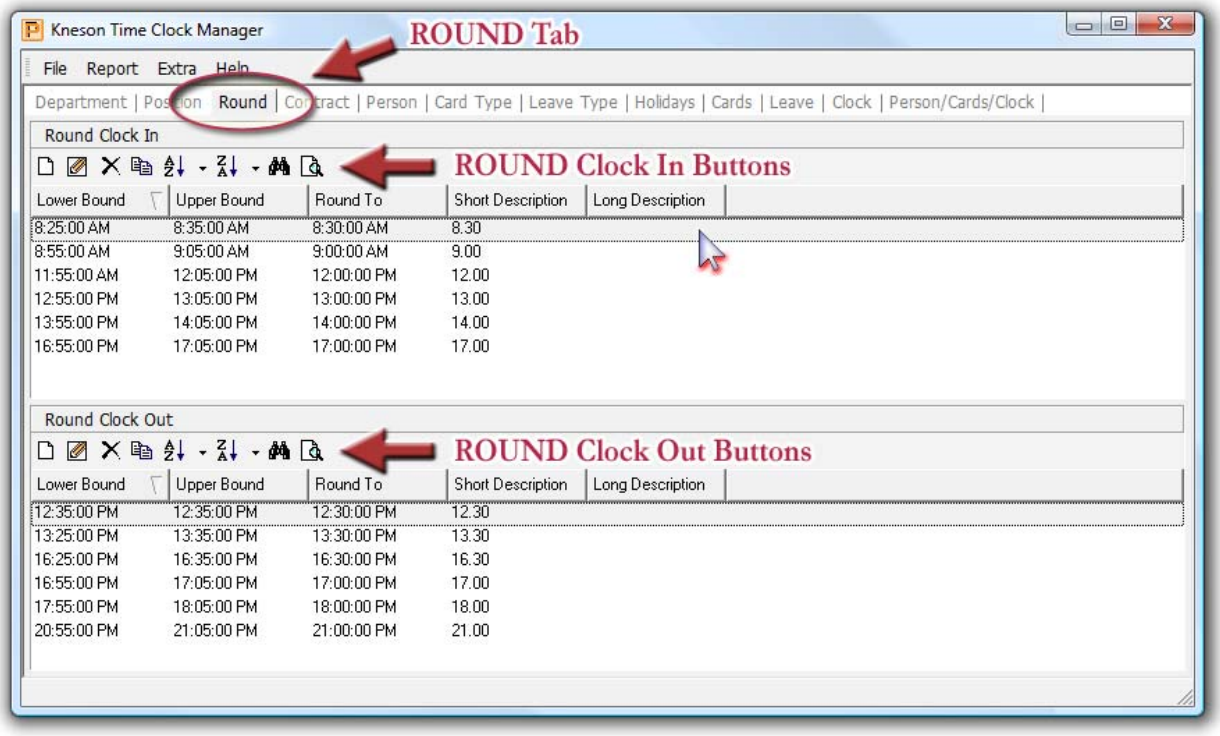
Clock Real Time will Round To: 08:30

When a person clocks in at 08:25:01 the Clock table will show the time as 08:25:01, but in the reports the time will be rounded to 08:30.

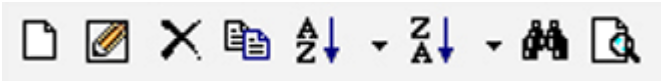
When a person clocks in at 08:29:59 the Clock table will show the time as08:29:59, but in the reports the time will be rounded to 08:30.

Times are only rounded for reporting and not for recording. Clock Real Time ***always*** keeps precise "to-the-second" records of time events for accuracy reasons. Rounding for reporting assists in calculating hourly wages more easily.

Click on the ROUND tab:

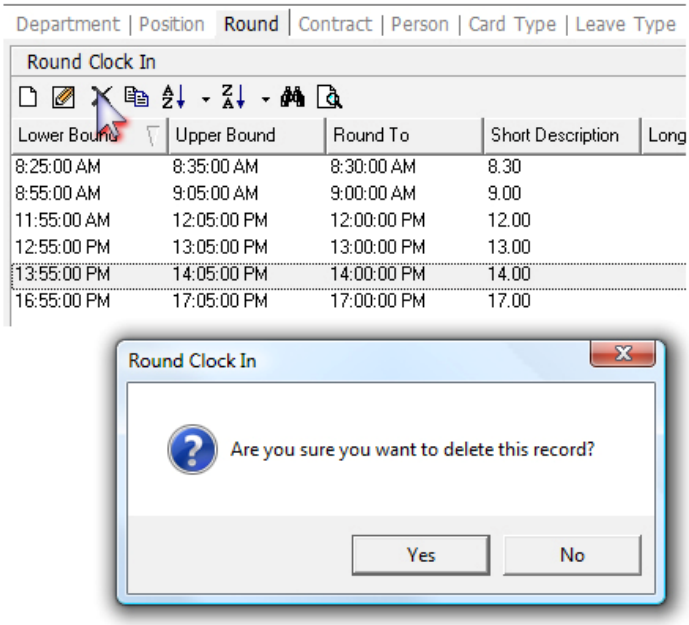


The ***Lower Bound*** and ***Upper Bound*** times are the boundaries of the ROUNDing period you want to set. Clock Real Time comes with rounding values as shown above. You can see in the first listing for example that anyone clocking in between 8:25 AM and 8:35 AM would be ***reported*** from the system as having clocked in at 8:30 AM. If you have hourly employees, this will smooth out your accounting and payroll calculations.



ALL TIME MANAGER BUTTONS WORK THE SAME. You can create New ROUNDing profiles, Edit existing ones, Delete ROUNDings, Copy, Sort and Search ROUNDing entries.

Delete entries that do not pertain to your reporting needs. Go through the list one-by-one and delete any ROUNDing entries that you do not want to affect your employee time reports.



CONTRACT Tab

CONTRACTs are agreements between employer and employee about how and when employees are paid. Employees can be paid full time, part time or no time (volunteer or intern). Clock Real Time let's you measure employees or members and total the amount everyone should get paid. In this way, Clock Real Time saves you money by more accurately keeping track of employee time.

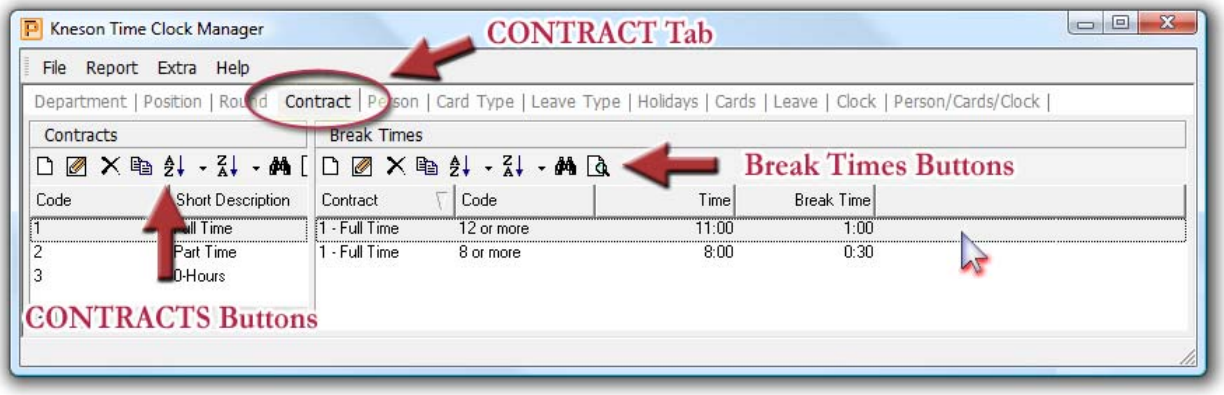
Example CONTRACTS:

Salary

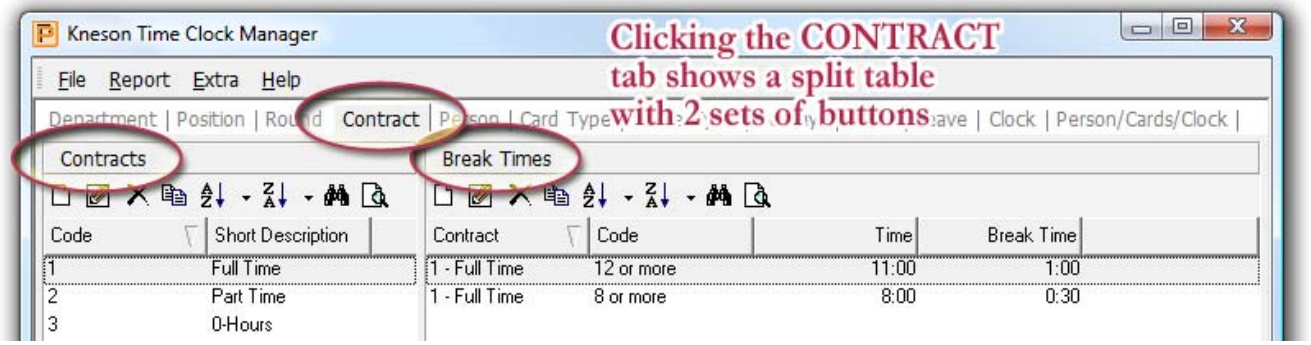
Hourly

Commission

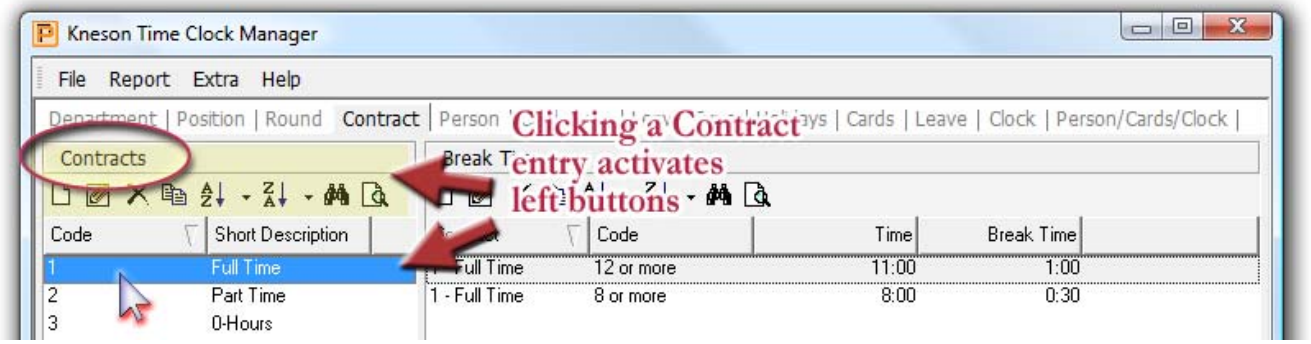
Clock Real Time comes with the most common CONTRACTs for most companies - Full Time, Part Time and "0 Hours" for employees that are not paid based on time. This is used for commission salespeople (their compensation is calculated from their sales) or for volunteers or members that are not being paid. Click on the CONTRACTs tab:



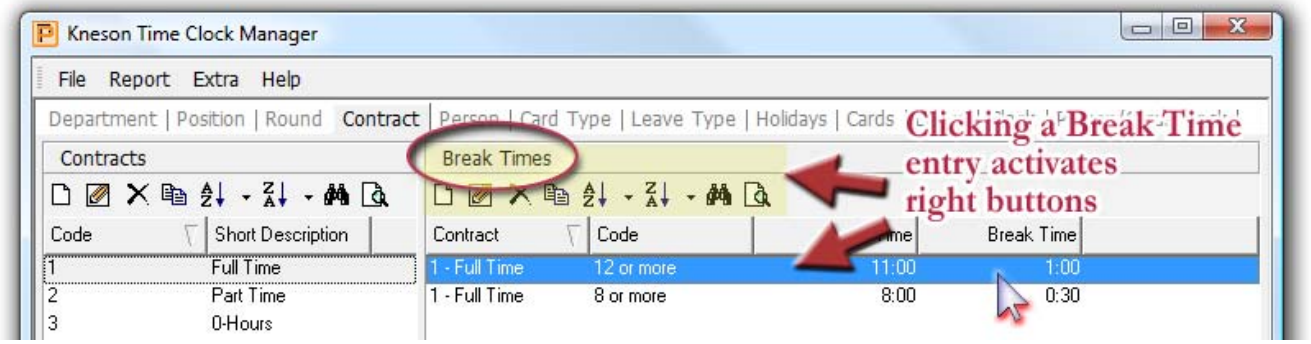
Notice now that there are ***two sets of buttons***, one set on the left under CONTRACTS and the set on the right under BREAK TIMES.



Clicking the CONTRACTS tab splits the lower window into two screens with two sets of buttons side by side. Highlighting a CONTRACT on the left side activates the buttons on the left:

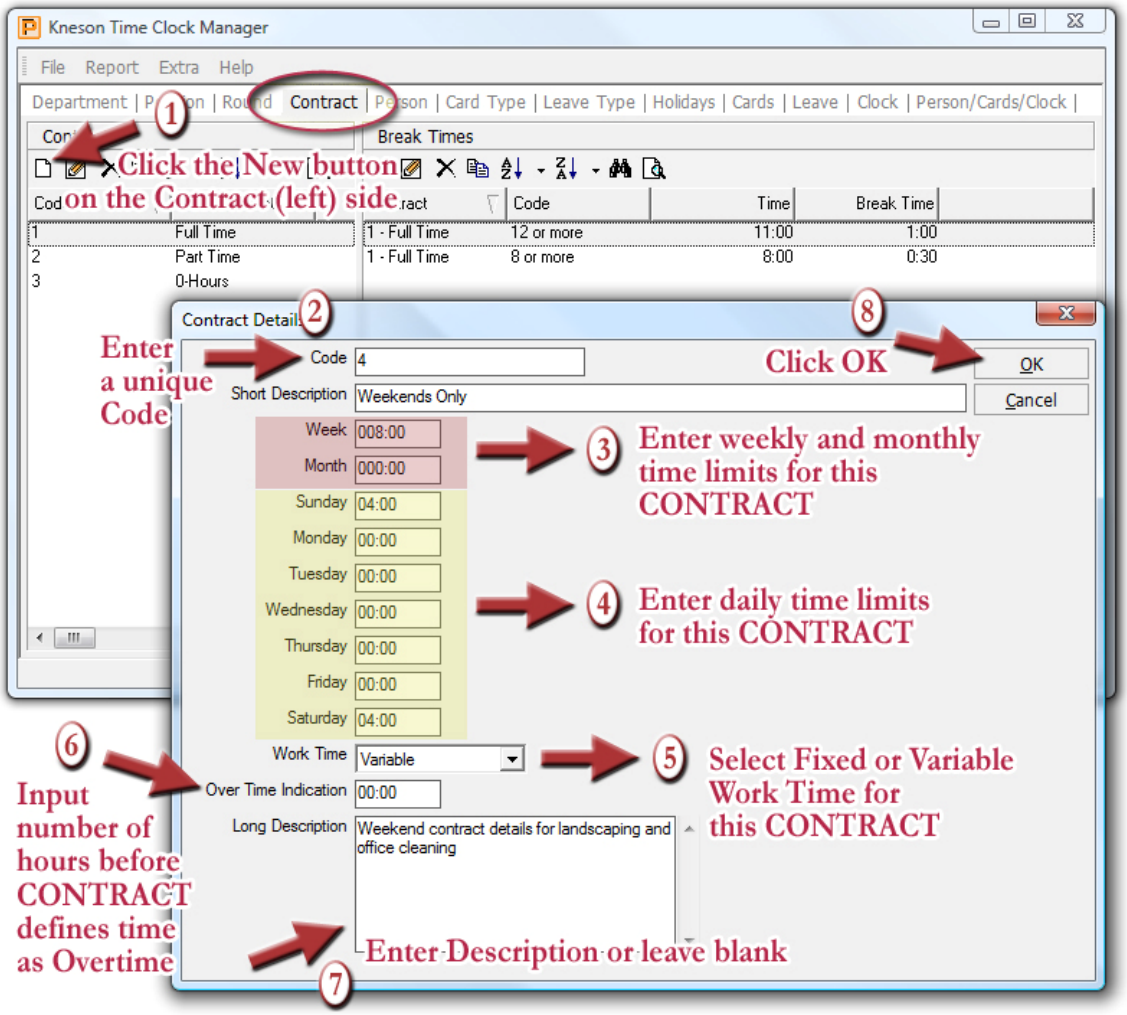


Each side has its own Edit buttons. Once you have the CONTRACT you want highlighted, use the Edit buttons or click on a BREAK TIME to activate the right side buttons:



New CONTRACT

Creates new CONTRACT listing. Click the new icon and enter the new CONTRACT information.



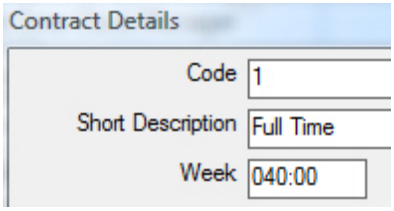
New CONTRACT Steps:

1. Click the CONTRACT tab, then the New button.

2. Enter a new, unique Code in the Code field. The Code can be any combination of letters or numbers but cannot be the same as any other listed CONTRACT.

3. Enter the maximum time limits for Weeks and/or Months if it applies. Use of these field for hourly employees allows you to set time limits on how many hours will be counted in a week or in a month.

For example, if your company doesn't allow anyone to work over 40 hours per week by policy, you can set the weekly number to 40:00 and Clock Real Time will not allow anyone to have more time clocked in than 40 hours. You can do the same with the Month.



4. Enter the daily time limits for this CONTRACT. Typically, Full Time would have 40:00 in the Week section (see #3 above) and 08:00 in each of the Weekdays from Monday - Friday with the weekends having 00:00 entered.

In this example, we input 04:00 for Saturday and Sunday to create a CONTRACT type for cleaning and landscaping employees.

5. Select Work Time flexibility. Select Variable if employees can work a less amount of time than the daily limits. Select Fixed if everyone works the amount of hours set in the daily time limits that are set in #4 above.

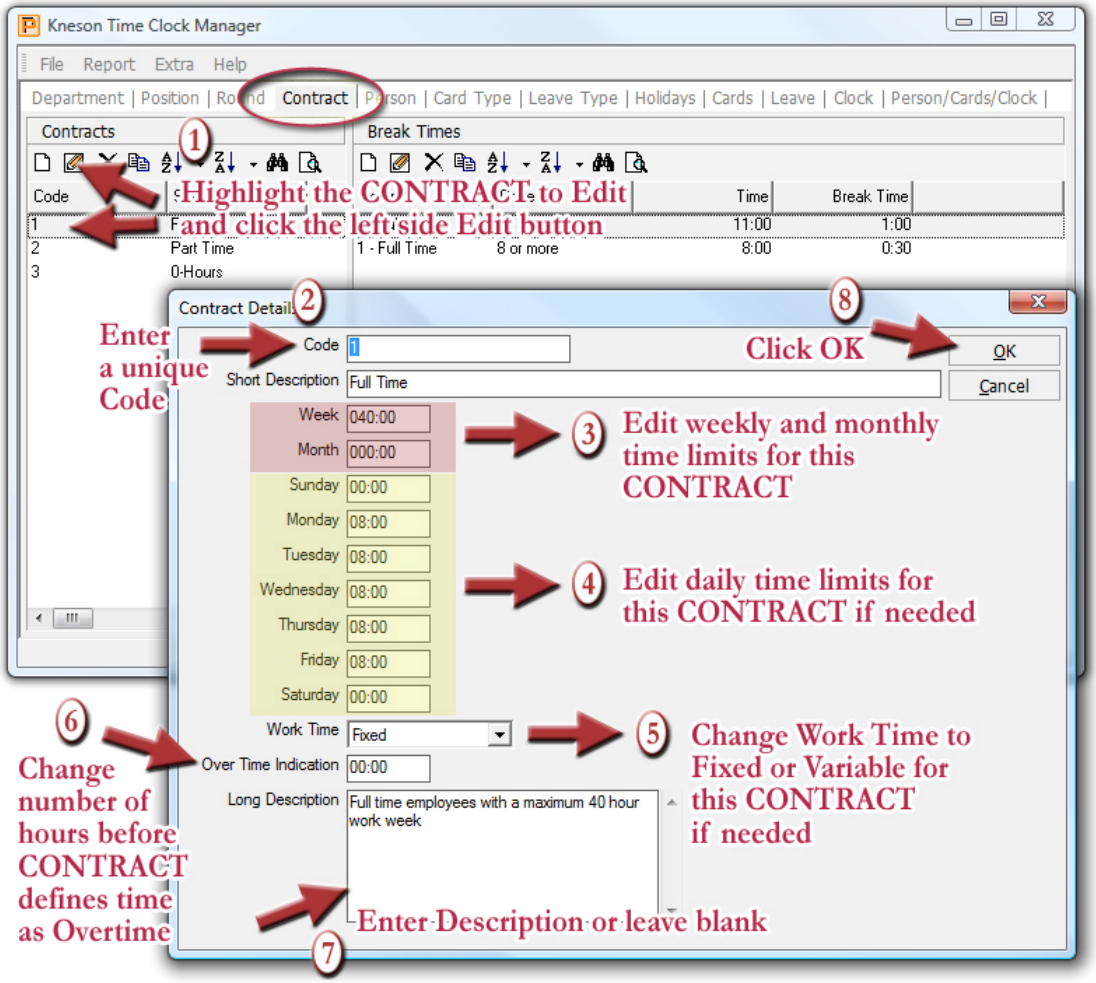
6. Input the Overtime Indication amount. This is the number of hours before Clock Real Time defines the CONTRACT as being in a state of Over Time.

7. Enter Description or leave blank. **IMPORTANT!** Use Descriptions boxes! Be as detailed as possible when entering descriptions. This makes searching for items much faster.

8. Click OK. You have now set up a new CONTRACT type.

Edit CONTRACT

Edits existing CONTRACT information. **Click the Edit button at the CONTRACT tab to change the selected CONTRACT information.**



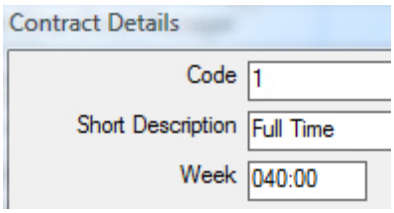
Edit CONTRACT Steps:

1. Click the CONTRACT tab, then the left Edit button.

2. Make sure to maintain a unique Code in the Code field. The Code can be any combination of letters or numbers but cannot be the same as any other listed CONTRACT.

3. Edit the maximum time limits for Weeks and/or Months if it applies. These fields allow you to set time limits on how many hours will be counted in a week or in a month for hourly employees.

For example, if your company doesn't allow anyone to work over 40 hours per week by policy, you can set the weekly number to 40:00 and Clock Real Time will not allow anyone to have more time clocked in than 40 hours. You can do the same with the Month.



4. Edit the daily time limits for this CONTRACT. Typically, Full Time would have 40:00 in the Week section (see #3 above) and 08:00 in each of the Weekdays from Monday - Friday with the weekends having 00:00 entered.

In the Full Time example, we input 00:00 for Saturday and Sunday to and 08:00 for each day of the regular week for full time employees.

5. Change Work Time to Fixed or Variable flexibility. Select Variable if employees can work a less amount of time than the daily limits. Select Fixed if everyone works the amount of hours set in the daily time limits that are set in #4 above.

6. Input the Overtime Indication amount. This is the number of hours before Clock Real Time defines the CONTRACT as being in a state of Over Time.

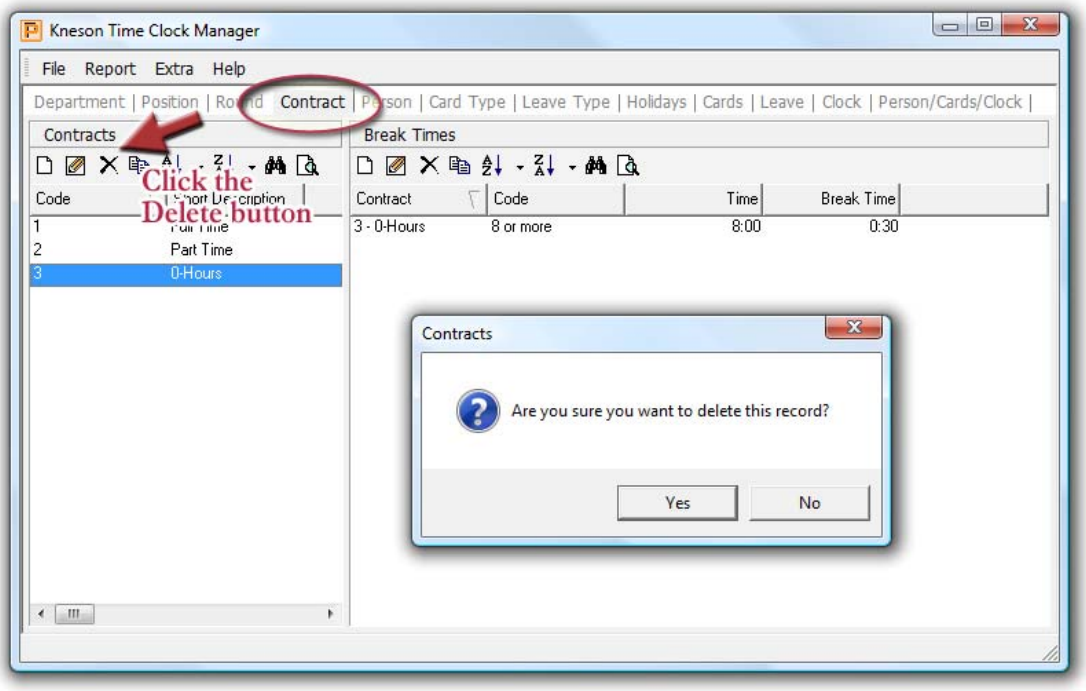
In the Full Time example, over time is not defined (00:00 entered).

7. Enter Description or leave blank. **IMPORTANT!** Use Descriptions boxes! Be as detailed as possible when entering descriptions. This makes searching for items much faster.

8. Click OK. You have now Edited this CONTRACT.

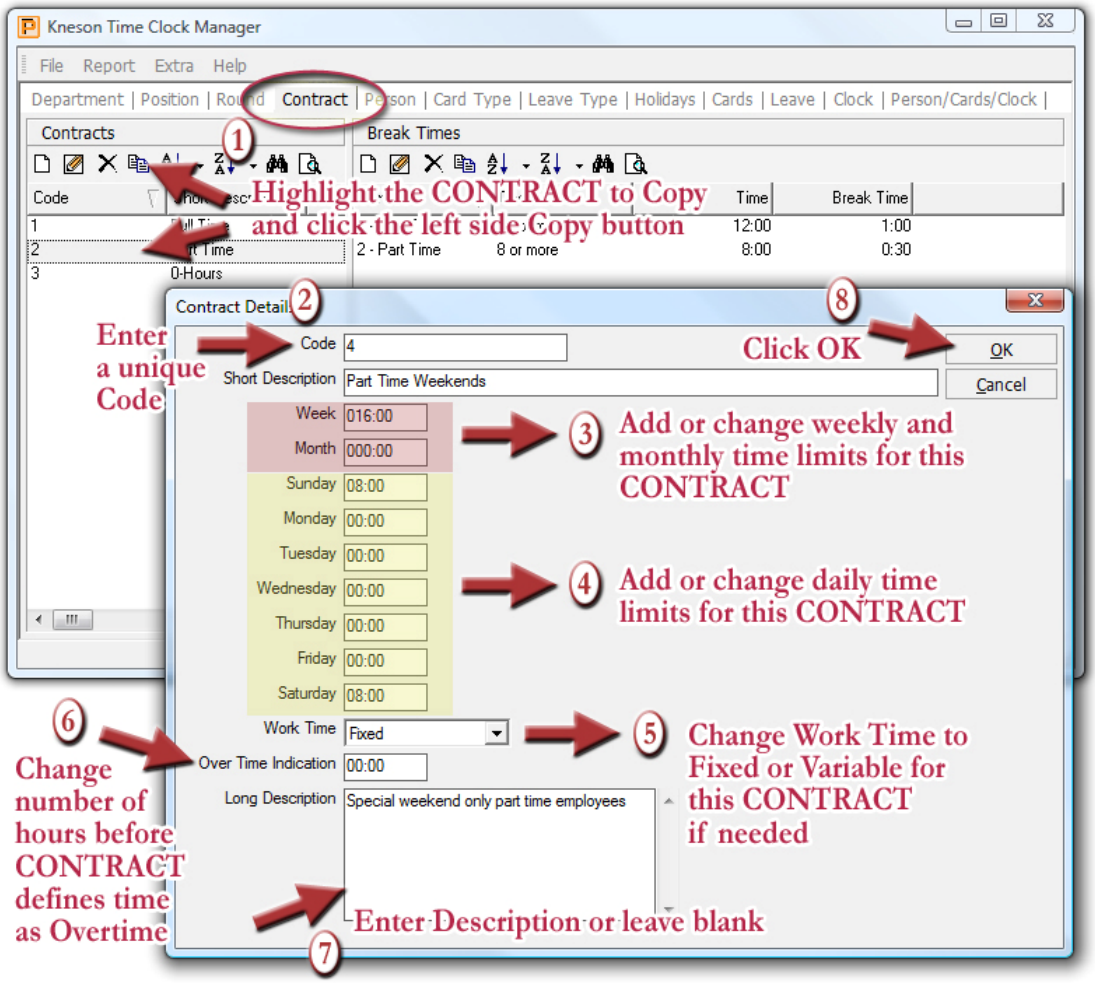
Delete CONTRACT

Deletes CONTRACT. Highlight the CONTRACT on the ***left*** side you want to delete. Click the Delete button to remove a CONTRACT from the list. Again ***be careful*** - there is no undo function for this action.



Copy CONTRACT

Copies existing CONTRACT information. Click the Copy button under the CONTRACT (left side) tab to Copy the CONTRACT to a new item.



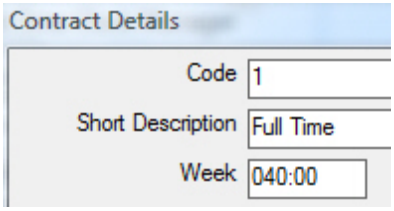
Copy CONTRACT Steps:

1. Click the CONTRACT tab, then the left Copy button.

2. The only field that ***must*** be changed is the Code field. Enter a new, unique Code in the Code field. The Code can be any combination of letters or numbers but cannot be the same as any other listed CONTRACT.

3. Add or change the maximum time limits for Weeks and/or Months if it applies. These fields allow you to set time limits on how many hours will be counted in a week or in a month for hourly employees.

For example, if your company doesn't allow anyone to work over 40 hours per week by policy, you can set the weekly number to 40:00 and Clock Real Time will not allow anyone to have more time clocked in than 40 hours. You can do the same with the Month.



4. Add or change the daily time limits for this CONTRACT. Typically, Full Time would have 40:00 in the Week section (see #3 above) and 08:00 in each of the Weekdays from Monday - Friday with the weekends having 00:00 entered.

In this Part Time Weekends example, we input 08:00 for Saturday and Sunday to and 00:00 for each day of the regular week for this special group of weekend CONTRACT employees.

5. Change Work Time to Fixed or Variable flexibility. Select Variable if employees can work a less amount of time than the daily limits. Select Fixed if everyone works the amount of hours set in the daily time limits that are set in #4 above.

6. Input the Overtime Indication amount. This is the number of hours before Clock Real Time defines the CONTRACT as being in a state of Over Time.

In the Part Time Weekends example, over time is not defined (00:00 entered).

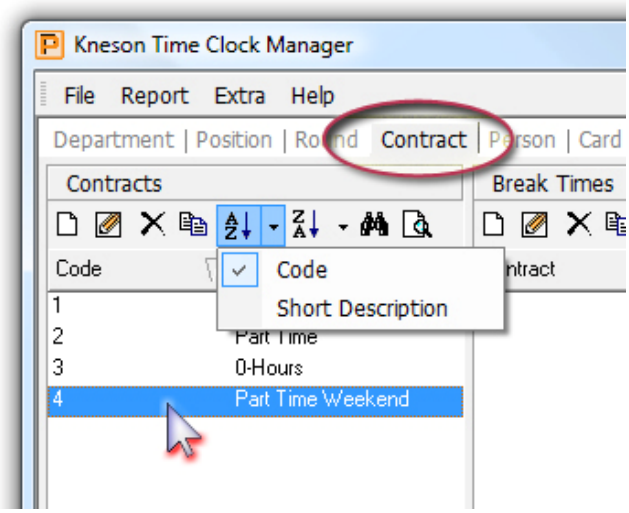
7. Enter Description or leave blank. **IMPORTANT!** Use Descriptions boxes! Be as detailed as possible when entering descriptions. This makes searching for items much faster.

8. Click OK. You have now copied the selected CONTRACT to a new CONTRACT type.

Sort CONTRACT

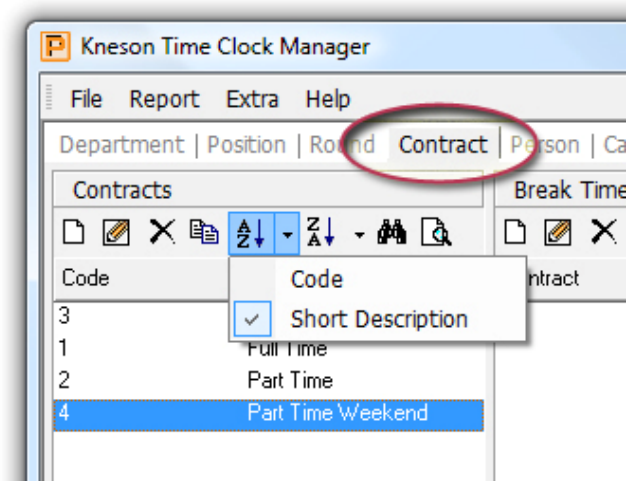
Sort CONTRACT Forward from top to bottom. Click this button to Sort the list alphabetically from A to Z.

Sorted by CONTRACT code:



Sorting by Code arranges listed CONTRACTS in sequence according to their unique Code entry.

Sorted by CONTRACT Short Description:

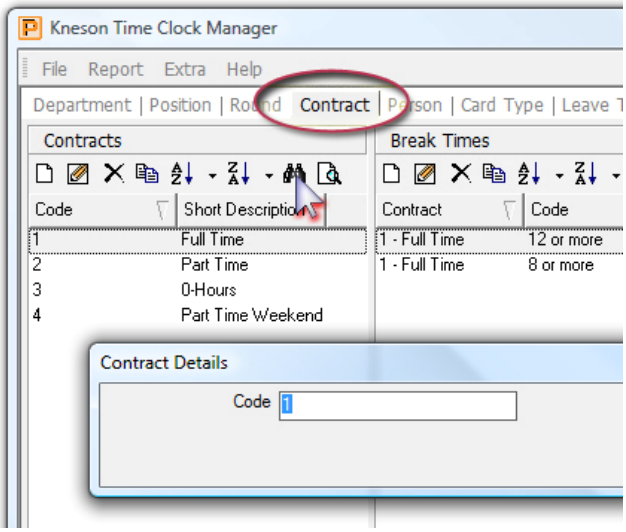


Notice the Short Description listing is now sorted and the Code field is not.

Sort CONTRACT Backwards from bottom to top. This button ***reverses*** the effect of the Sort Forward button for the item selected, Code or Short Description.

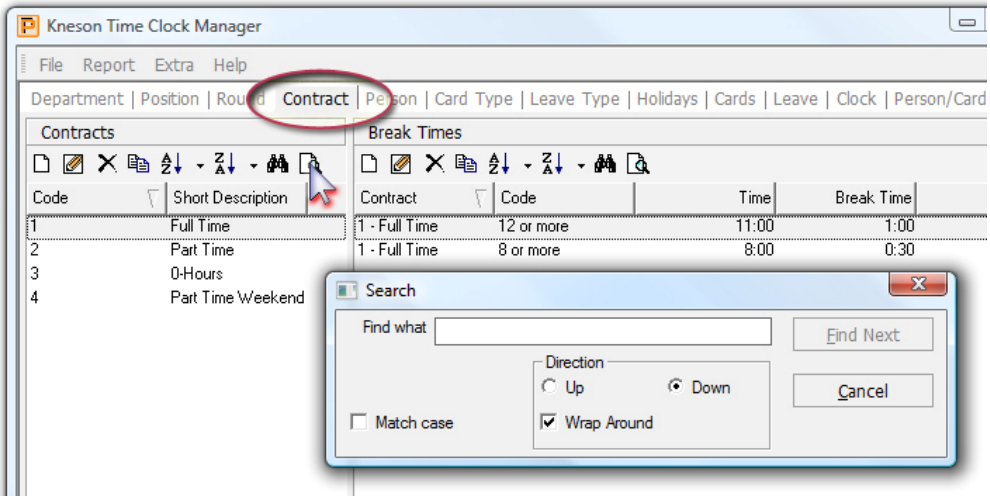
Jump to CONTRACT

Jump to CONTRACT record. Click this button to jump immediately to the CONTRACT whose code you know. This field is used to quickly jump to a record in a long list.



Search CONTRACT

Search for any CONTRACT text. Click this button to search all records and all Descriptions to find a CONTRACT record.



The Search function in Clock Real Time is extremely powerful. It will find any text anywhere in a record, and it will find by partial wording as well.

PERSON Tab

The PERSON Tab manages personnel records of the individual people that work for the company.

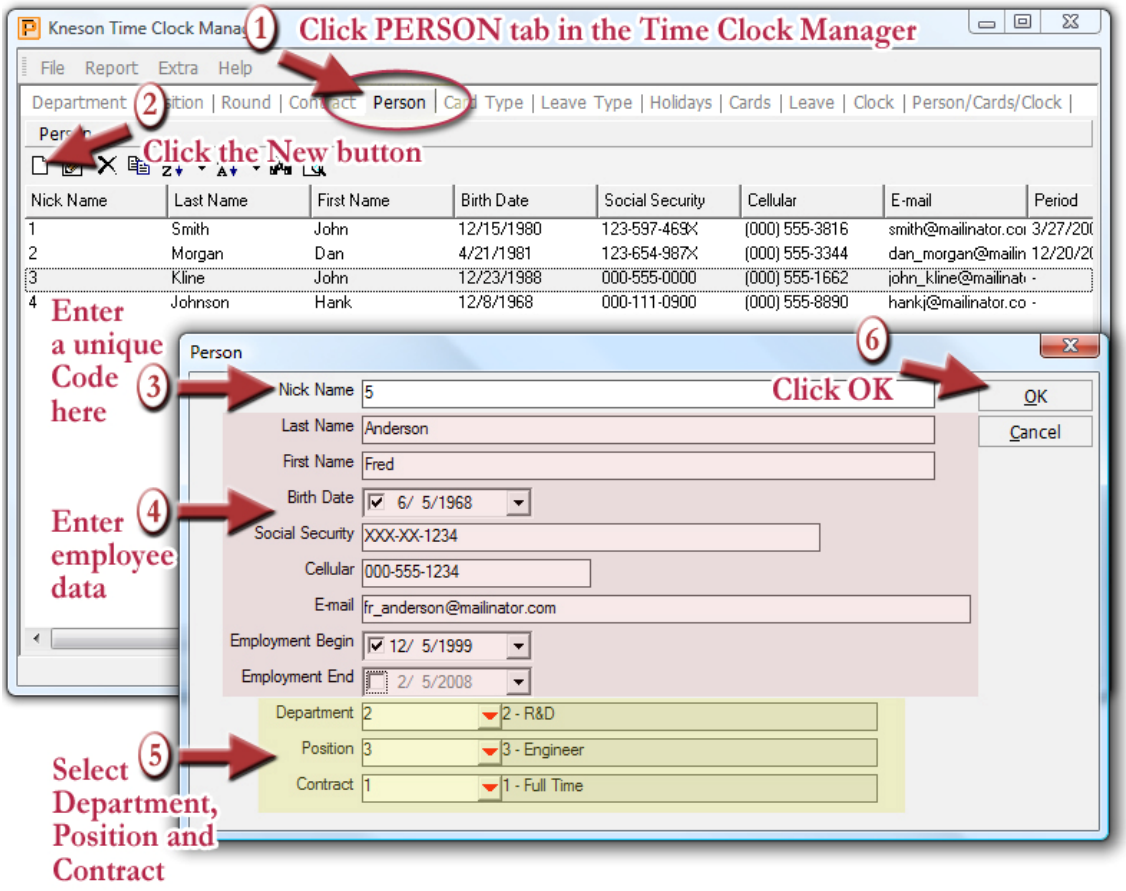
Manage all EMPLOYEES Automatically

All people are entered here, no matter what their POSITION might be. Any PERSON that you might want time data for should be entered here, whether they are issued a card or not. They each have individual, unique data and Clock Real Time can keep track and report on various aspects and groupings of this employee data.

Click the PERSON tab and add or edit the entries using the Time Clock Manager buttons. Clock Real Time comes with some example PERSON listings. You can delete these or edit them.

New PERSON

Creates new PERSON listing. Click the new icon and enter the new PERSON information.



New PERSON Steps:

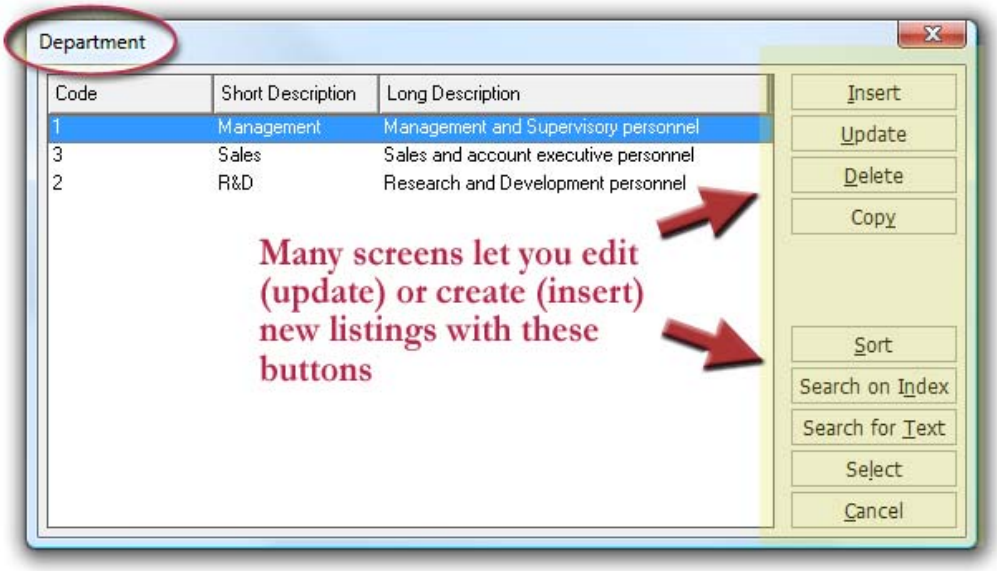
1. Open the Kneson Time Clock Manager and immediately click on the PERSON tab.

2. Click on the New button on the button bar. This opens up a box to enter data about the new employee.

3. Enter a ***unique code*** in the Nick Name box. The "Nick Name" or Code must not be like any other Nick Name or Code - it ***must*** be unique. ***NOTE:*** This field is often/usually used for the unique employee number/code from payroll administration. This is a "text based" field, meaning that if you use numbers in this field, they will appear before letters. Also, fields of different lengths sort by values appearing first.

4. Enter employee data (pink section). Enter Last Name, First Name, Birth Date (click the down arrow to choose date from calendar or type in values), Social Security Number (if needed), Cell phone number, E-mail address and date employment begins.

5. Select Department, Position and Contract. Click the Red Down Arrow by each to select. ***Note: You can Insert, Delete and Edit the Department, Position and Contract items by clicking the buttons on the side*** in the box that appears when you click the Red Down Arrow:

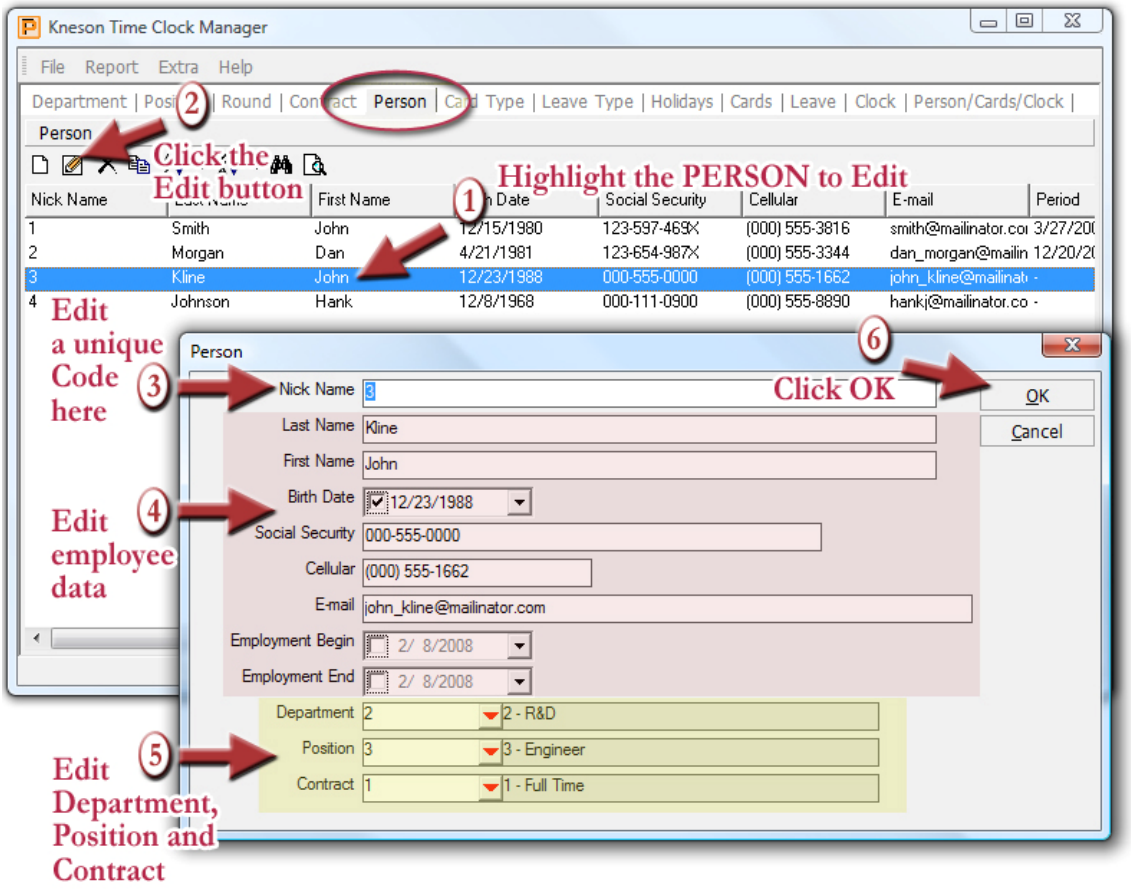


For example, clicking the Red Down Arrow by Department shows the screen above. From here, you could Create a New (Insert) Department type if the one you need isn't listed.

6. Click OK.

Edit PERSON

Edits existing PERSON information. Click the Edit button and change an existing PERSON's information.



Edit PERSON Steps:

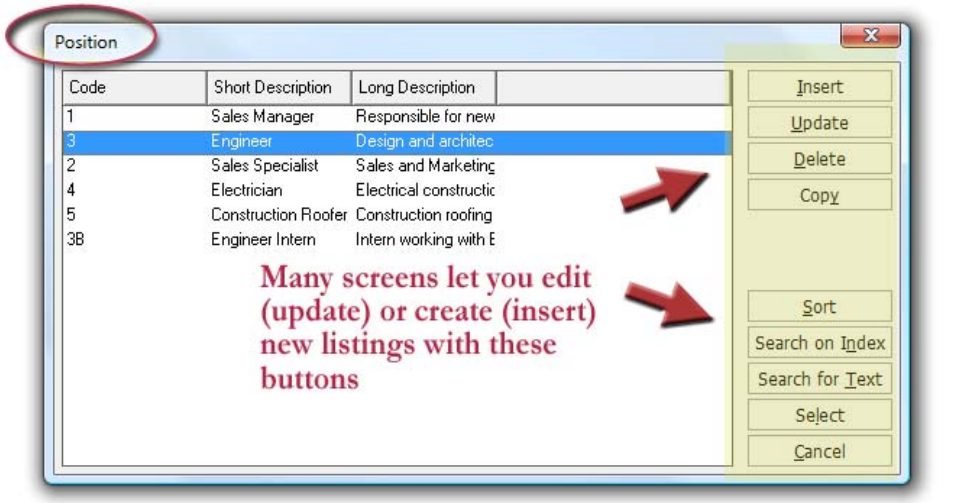
1. Highlight the PERSON you want to Edit by double-clicking the item in the list.
2. Click the Edit button. (Double clicking in step 1 above has the same effect.
3. Edit the Nick Name code. Remember that the Nick Name or Code must remain unique - no two Nick Names or Codes can be the same.

4

Edit PERSON employee data (pink section). Edit Last Name, First Name, Birth Date (click the down arrow to choose date from calendar or type in values), Social Security Number (if needed), Cell phone number, E-mail address and date employment begins. Here is where you would also record a date Employment Ends if that applies.

5

Edit Department, Position and Contract. Click the Red Down Arrow by each to select. ***Note: You can Insert, Delete and Edit the Department, Position and Contract items by clicking the buttons on the side*** in the box that appears when you click the Red Down Arrow. Clicking the Red Down Arrow next to POSITION brings up this box:



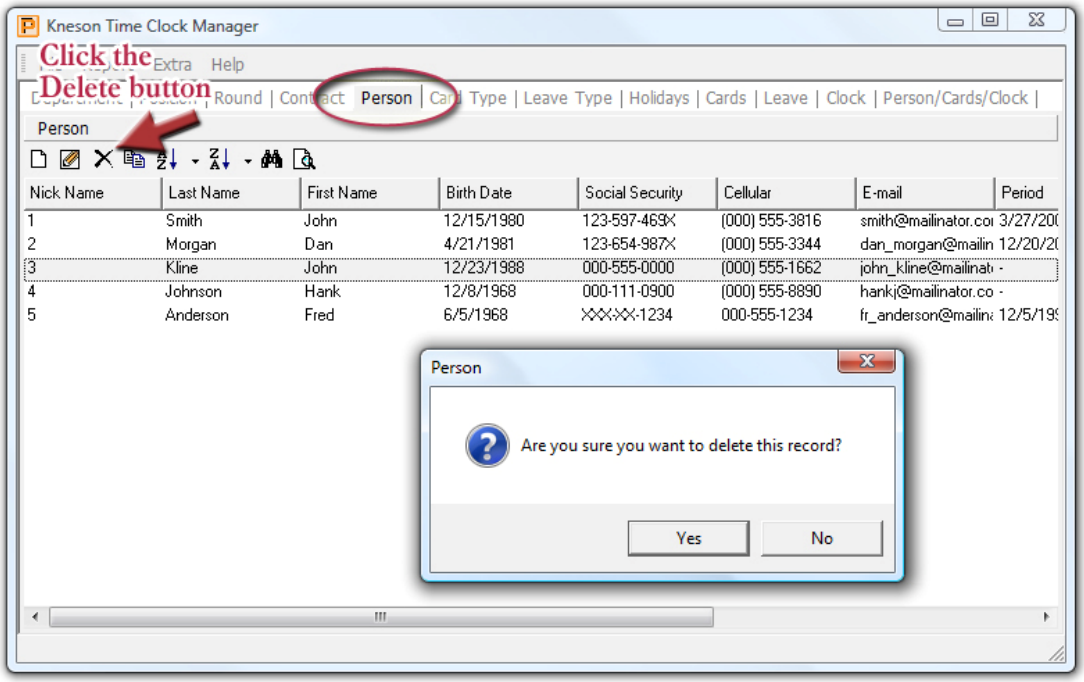
From here, you can Create a New (Insert) POSITION if the one you need isn't listed, or Edit (Update) an existing POSITION. This saves time so you don't have to close out of your current entry to enter new information in another tab.

6

Click OK.

Delete PERSON

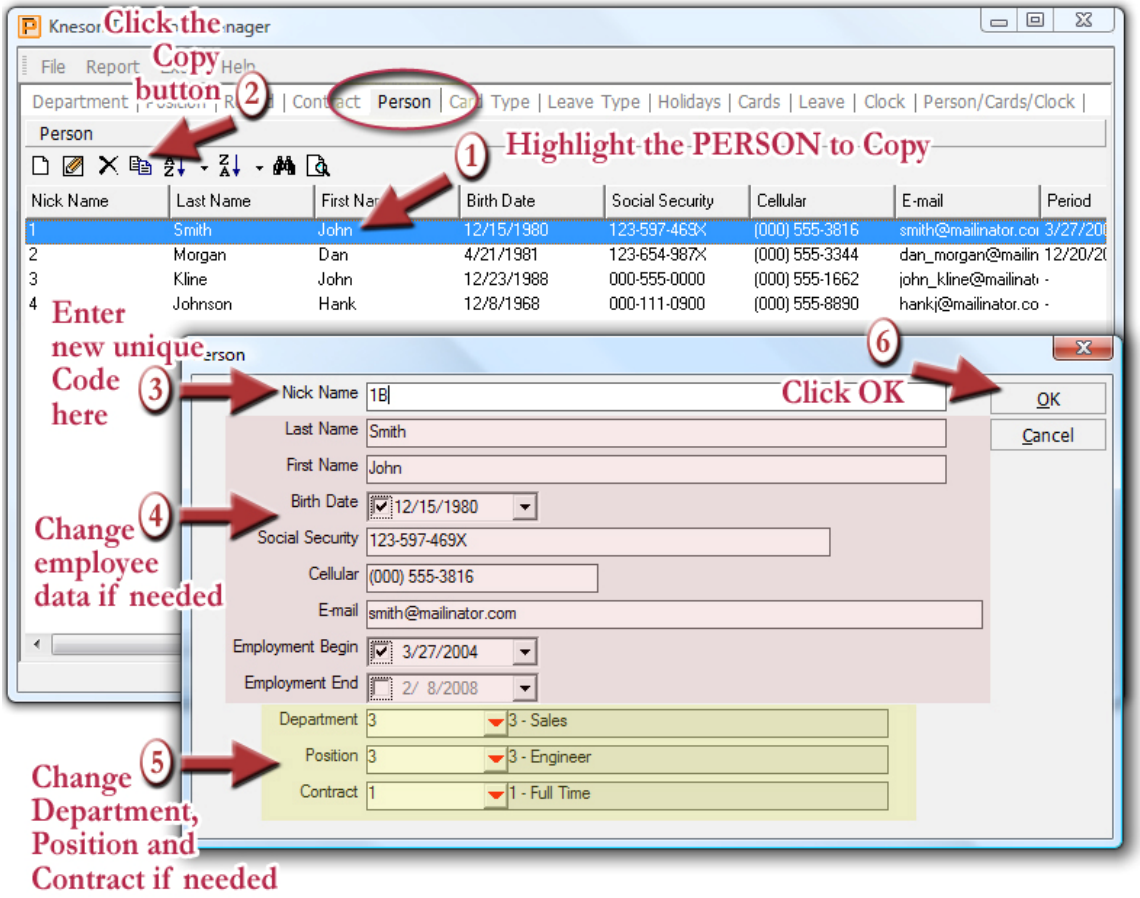
Deletes PERSON. Click the Delete button to remove a PERSON record.



Be careful! - there is no undo function for this action.

Copy PERSON

Copies highlighted PERSON with new Nick Name entry. Clicking the Copy button presents a dialog box where you ***must*** provide a new, unique Nick Name and you ***can*** edit descriptions as well.



Copy PERSON Steps:

1. Highlight the PERSON you want to Copy by clicking the record in the list.

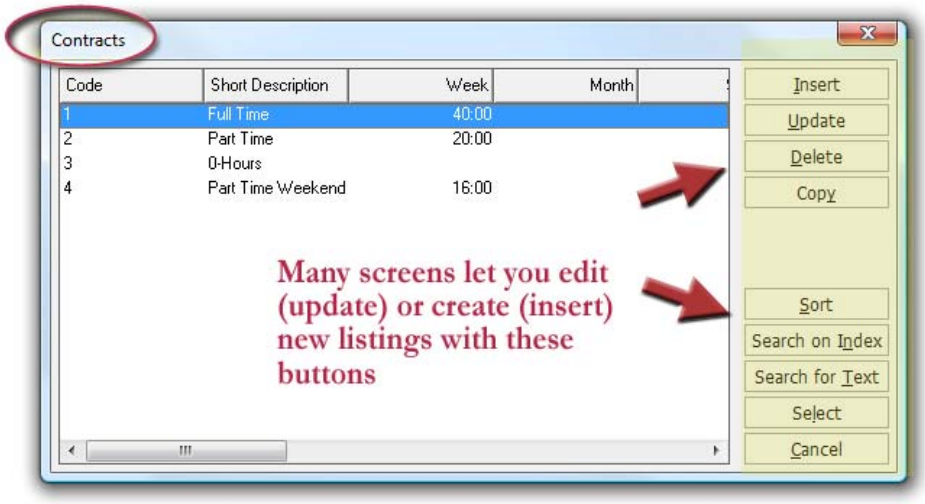
2. Click the Copy button

3. IMPORTANT! Change the Nick Name! The only item that ***must*** be different to make a copy is the Nick Name value. ***No two items can have the same Nick Name or Code.***

   All other fields here could be left exactly the same, and all are editable.

4. Change PERSON employee data (pink section). Change Last Name, First Name, Birth Date (click the down arrow to choose date from calendar or type in values), Social Security Number (if needed), Cell phone number, E-mail address and date employment begins.

5. Edit Department, Position and Contract. Click the Red Down Arrow by each to select. ***Note: You can Insert, Delete and Edit the Department, Position and Contract items by clicking the buttons on the side*** in the box that appears when you click the Red Down Arrow. Clicking the Red Down Arrow next to CONTRACT brings up this box:

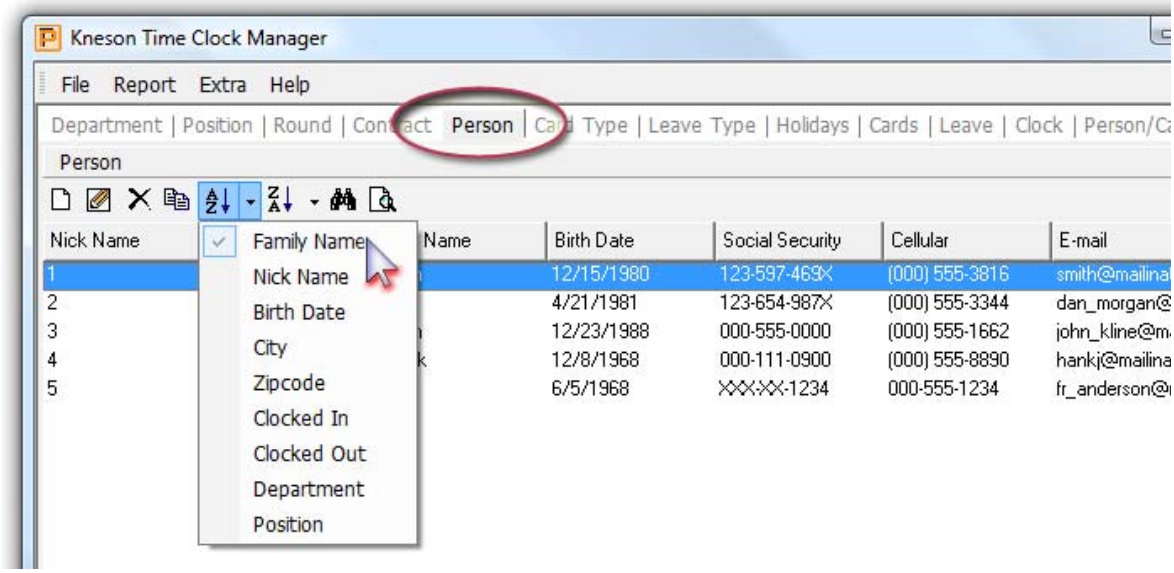


From here, you can Create a New (Insert) CONTRACT if the one you need isn't listed, or Edit (Update) an existing CONTRACT. This saves time so you don't have to close out of your current entry to enter new information in another tab.

6. Click OK.

Sort PERSON

Sort PERSON Forward from top to bottom. Click this button to Sort the list alphabetically from A to Z. In PERSON you can sort by Family Name (Last Name), Nick Name (unique code), Birth Date, City, Zip Code, Clocked In / Out status, Department or Position.



This allows you to know who is having a birthday every day, and you can see data viewed by different Departments of your company or different Positions within the company. You can also see a snapshot at any point in time of clocked in employees.

Sort PERSON Backwards from bottom to top. This button ***reverses*** the effect of the Sort Forward button for the item selected: Family Name (Last Name), Nick Name (unique code), Birth Date, City, Zip Code, Clocked In / Out status, Department or Position.

PERSON Tab Jump

Jump to PERSON record. Click this button to jump immediately to the PERSON whose ***column value is sorted (light grey arrow)***. This field is used to quickly jump to a record in a long list.

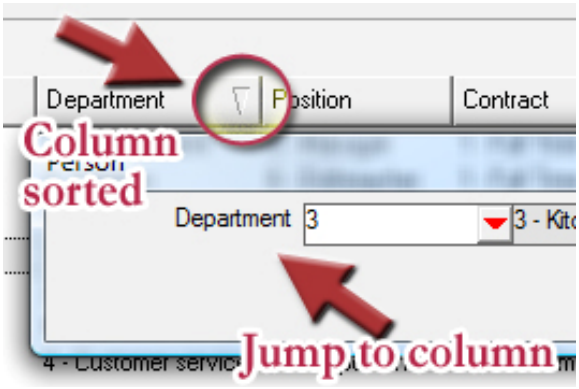
Jump is a dynamic function under all Tabs. The Jump function "jumps to" a value that ***depends on which column you have clicked on to sort.***

For example, when the PERSON table "NICK NAME" column is clicked (light grey arrow appears in column heading), Jump will ask for a "NICK NAME" to jump to and so on for LAST NAME, BIRTH DATE, DEPARTMENT and POSITION:

When NICK NAME column is selected, Jump brings up a NICK NAME search box

When LAST NAME column is selected, Jump brings up a LAST NAME search box

When BIRTH DATE column is selected, Jump brings up a BIRTH DATE search calendar



When DEPARTMENT column is selected, Jump brings up a DEPARTMENT search box

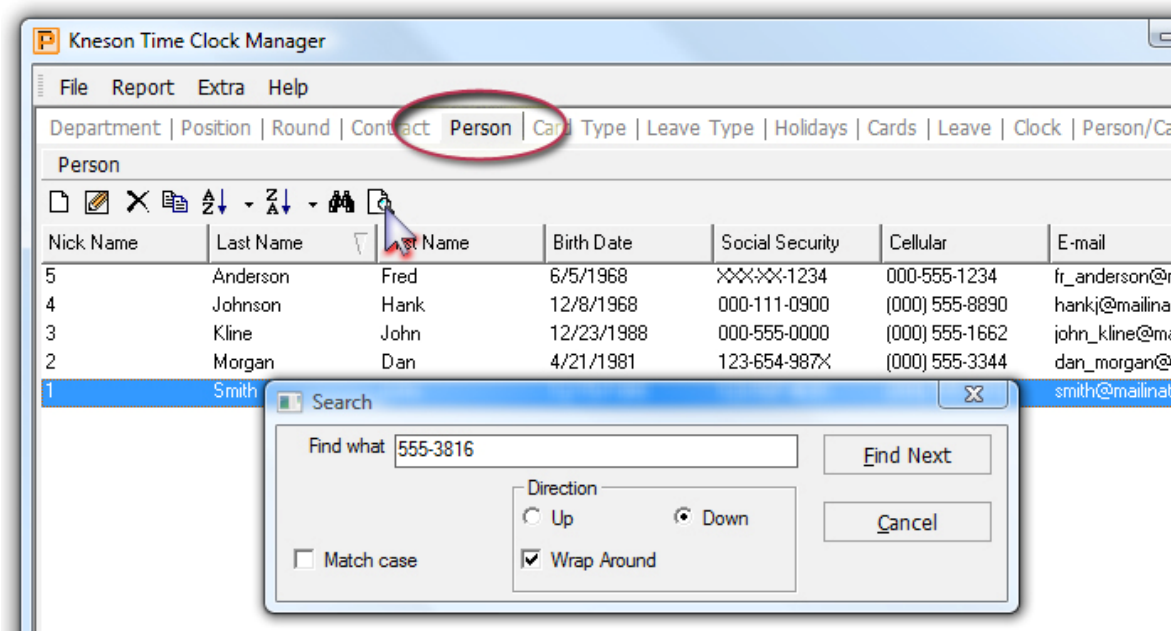
When POSITION column is selected, Jump brings up a POSITION search box also (not shown)

In other tables other indexes/sort orders exists which can be directly jumped to. All Tabs in the system will always jump based on a value ***specified by which column is***

sorted or which column heading has the light grey arrow (circled in above screenshots). If the value input in the Jump dialog box does not exist, the program will Jump to the first smaller value or the first larger value depending on which is found first.

Search PERSON

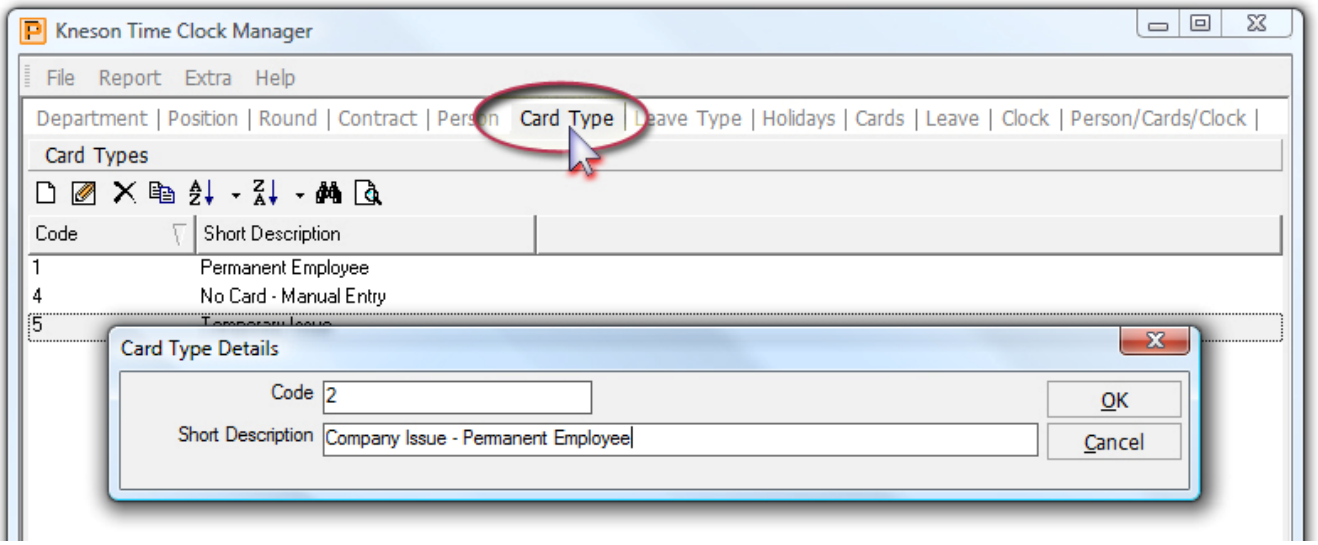
Search for any information in PERSON data. Click the Search button to search all PERSON records for any data in the PERSON screens.



CARD TYPE Tab

The CARD TYPES Tab maintains different types of cards or more broadly the types of logins your company allows in the system. If you only have one or two CARD TYPEs, this is much tighter security than if you allow for "Temporary" or "Manual Entry" PERSONs in the system.

Card types have two pieces of information - a unique ***Code*** and a ***Short Description*** as in the Card Type Details screen below:



New CARD TYPE

Creates new CARD TYPE entry. Click the CARD TYPE Tab, then the New button and enter the new CARD TYPE information. The ***Code*** field cannot be the same as any other CARD TYPE Code.

Edit CARD TYPE

Edits existing CARD TYPE information. Click the Edit button and change an existing CARD TYPE record's information. The ***Code*** field cannot be the same as any other CARD TYPE Code.

Delete CARD TYPE

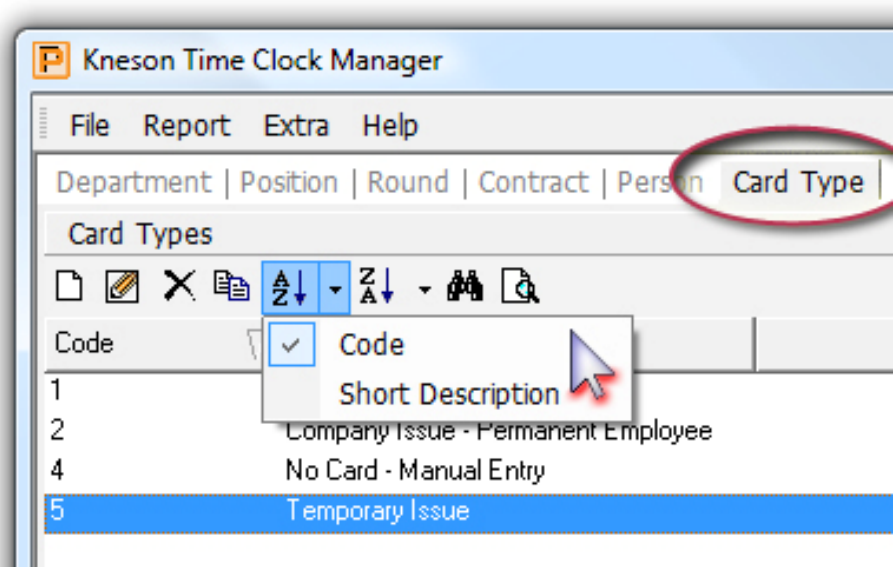
Deletes highlighted CARD TYPE record. Click the Delete button to remove a CARD TYPE. ***Be careful!*** - there is no undo function for this action.

Copy CARD TYPE

Copies highlighted CARD TYPE with new Code entry. Clicking the Copy button presents a dialog box where you ***must*** provide a new, unique Code and you can edit the Short Description.

Sort CARD TYPE

Sort CARD TYPE Forward from top to bottom. Click this button to Sort the CARD TYPE list numerically if Code is selected, or alphabetically from A to Z by Short Description if it is highlighted in the Sort button drop down list:



Jump to CARD TYPE

Jump to CARD TYPE record. Click this button to type in the CARD TYPE whose Code you know to jump to it immediately. This field is used to quickly jump to a record in a long list.

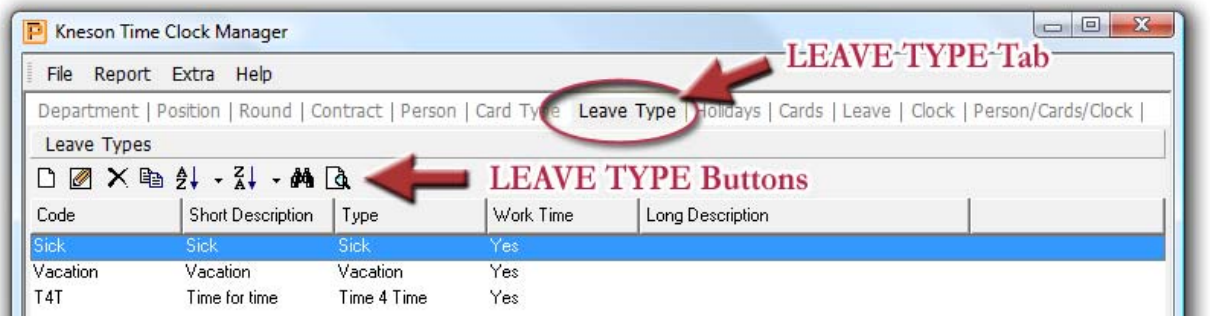
Search CARD TYPE

Search for any information in CARD TYPE record. Click the Search button to search all CARD TYPE records for any data.

LEAVE TYPE Tab

LEAVE TYPE allows you to see your personnel costs that are associated to any type of paid leave, and to quickly see the absentee rate of employees and their LEAVE TYPE classifications.

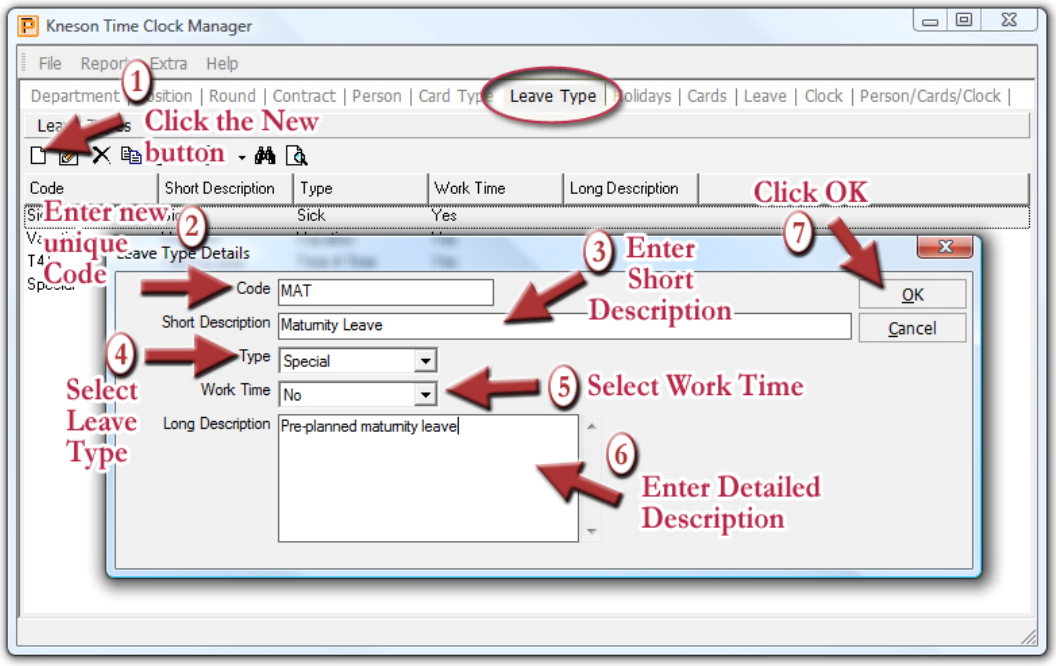
Clock Real Time comes with four typical LEAVE TYPES already set up, Sick, Vacation, Time for Time and Special Leave. You can use the buttons or the right mouse menu to add, edit or delete LEAVE TYPES that match your company or organization.



Click the LEAVE TYPE tab and add or edit the entries using the Time Clock Manager buttons:

New LEAVE TYPE

Creates new LEAVE TYPE listing. Click the new icon and enter the new LEAVE TYPE information.



New LEAVE TYPE Steps:

1. Click the New button.

2. Enter a new, unique Code in the Code field. The Code can be any combination of letters or numbers but cannot be the same Code as any other listed LEAVE TYPE.

3. Enter the name or Short Description of this LEAVE TYPE.

4. Select which LEAVE TYPE this entry matches:
   - Vacation
   - Time for time (work for time off)
   - Sick
   - Special (for all other LEAVE TYPE events)

5. Select Work Time - Whether this LEAVE TYPE counts as payable work time (Yes) or unpaid time off (No).

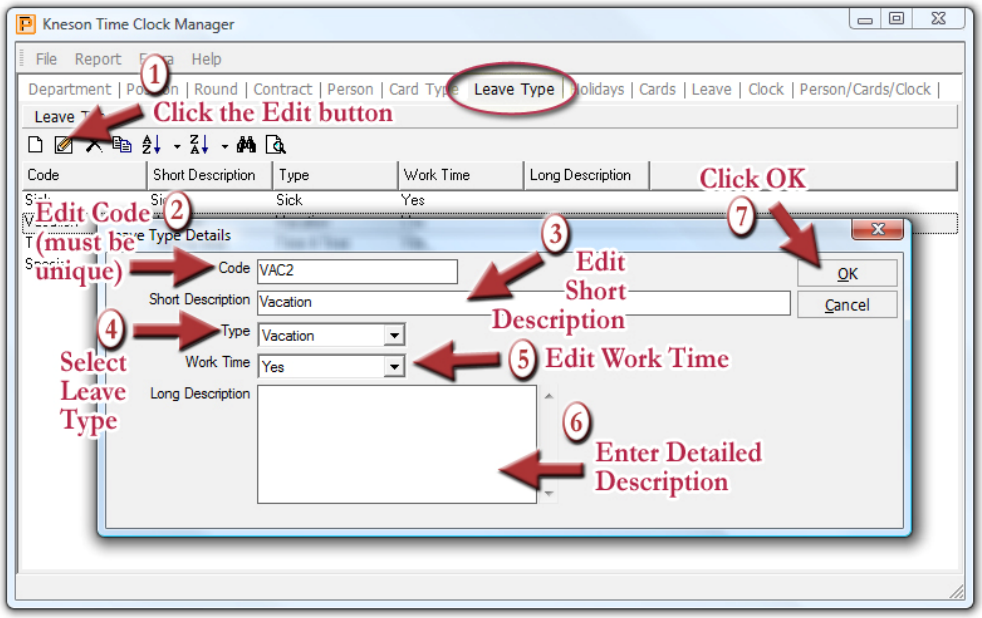
Add new Long (Detailed) Description.
IMPORTANT! Use Descriptions Boxes! Be as detailed as possible when entering descriptions. This makes searching for items much faster.

Click OK.

You can now apply this new LEAVE TYPE to current or new PERSONs entered in the system.

Edit LEAVE TYPE

Edits existing LEAVE TYPE information. Click the Edit button and change an existing LEAVE TYPE's information.



Edit LEAVE TYPE Steps:

1. Click the Edit button.

2. Edit the Code field as necessary making sure that the Code is unique. The Code can be any combination of letters or numbers but cannot be the same Code as any other listed LEAVE TYPE.

3. Edit the name or Short Description of this LEAVE TYPE as needed.

4. Edit which LEAVE TYPE this entry matches:
   - Vacation
   - Time for time (work for time off)
   - Sick
   - Special (for all other LEAVE TYPE events)

5. Edit Work Time - Whether this LEAVE TYPE counts as payable work time (Yes) or unpaid time off (No).

Edit Long (Detailed) Description.
IMPORTANT! Use Descriptions Boxes! Be as detailed as possible when entering descriptions. This makes searching for items much faster.

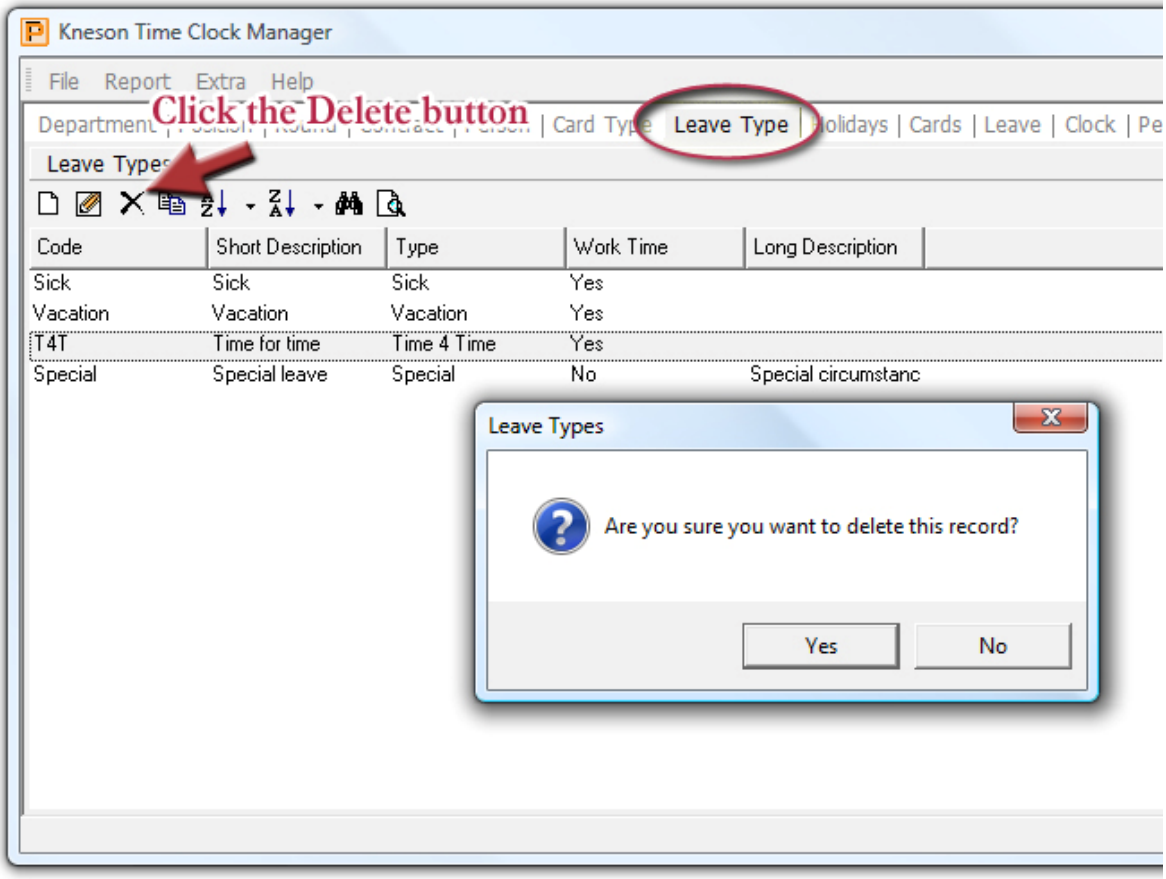
Click OK.

Note: Editing a LEAVE TYPE changes the information of that LEAVE TYPE in all the LEAVE records associated to PERSONs already entered. In other words, editing a LEAVE TYPE changes all records in the database in real time.

Editing a LEAVE TYPE can have significant effects. For instance if a LEAVE TYPE that was a paid LEAVE TYPE was Edited to be an unpaid LEAVE TYPE this could have dramatic effects on payroll for some individuals and the company.

Delete LEAVE TYPE

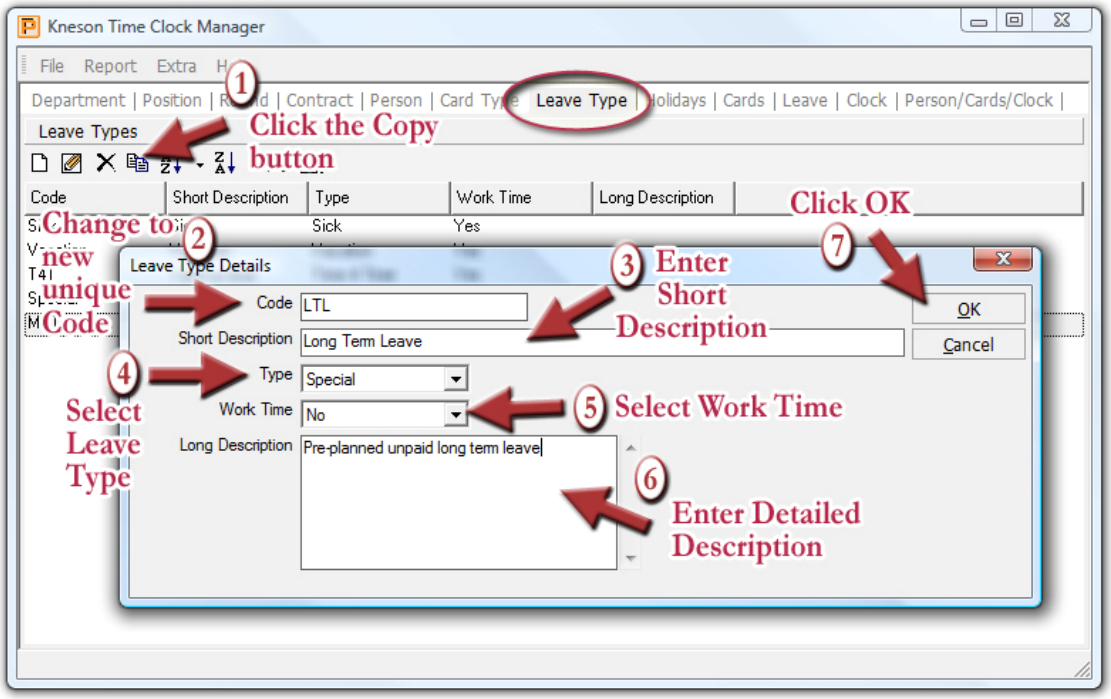
Deletes LEAVE TYPE. Highlight the LEAVE TYPE record you want to Delete, then click the Delete button. Click Yes to remove the LEAVE TYPE from the LEAVE TYPE list.



Be careful - there is no undo function for this action!

Copy LEAVE TYPE

Copies highlighted LEAVE TYPE with new Code entry. Clicking the Copy button presents a dialog box where you ***must*** provide a new, unique Code and you ***can*** edit descriptions as well.



Copy LEAVE TYPE Steps:

1. Click the Copy button.

2. Change the Code field to a new unique Code. The Code can be any combination of letters or numbers but cannot be the same Code as any other listed LEAVE TYPE.

3. Enter the name or Short Description of this LEAVE TYPE as needed.

4. Select which LEAVE TYPE this entry matches:
   - Vacation
   - Time for time (work for time off)
   - Sick
   - Special (for all other LEAVE TYPE events)

Select Work Time - Whether this LEAVE TYPE counts as payable work time (Yes) or unpaid time off (No).

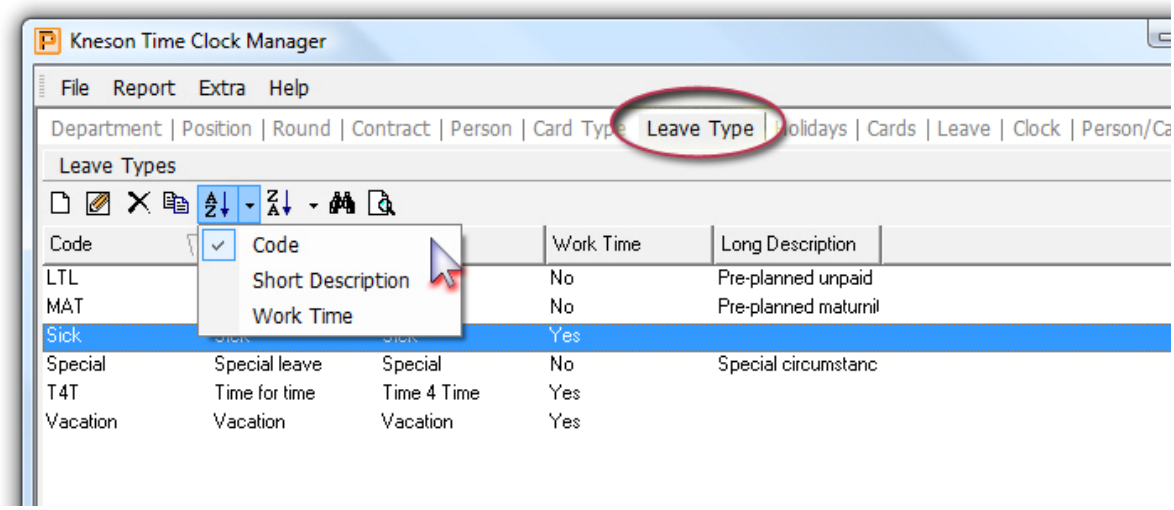
Enter Long (Detailed) Description.
IMPORTANT! Use Descriptions Boxes! Be as detailed as possible when entering descriptions. This makes searching for items much faster.

Click OK.

Note: Copying a LEAVE TYPE does not change the LEAVE TYPE information for any record already in the system. In other words, copying a LEAVE TYPE is similar to the New LEAVE TYPE command, it gives you a new LEAVE TYPE to apply to records from this point forward.

Sort LEAVE TYPE

Sort LEAVE TYPE Forward from top to bottom. Click this button to Sort the list alphabetically from A to Z



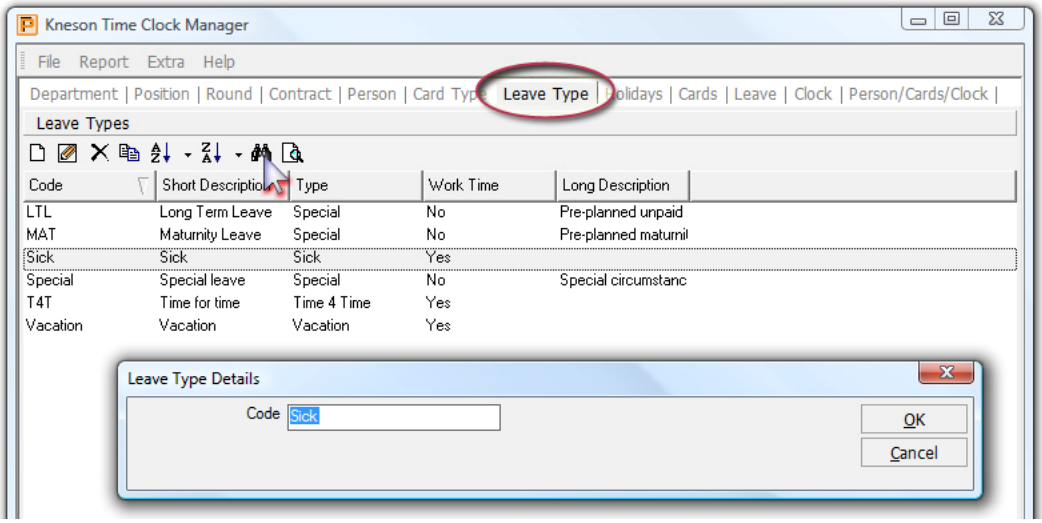
You can sort LEAVE TYPE records by three parameters:

Code	A-Z sorts numerically then alphabetically by the code field. Notice in the example that although the top LEAVE TYPE record begins with the letter 'L' - it is still before the first letter of any other LEAVE TYPE Code.
Short Description	This is basically sorting the LEAVE TYPES Alphabetically by their Short Descriptions.
Work Time	This sorts LEAVE TYPES by their paid (Yes) or unpaid (No) status.

Sort LEAVE TYPE Backwards from bottom to top. This button ***reverses*** the effect of the Sort Forward button for the item selected, Code Short Description or Work Time.

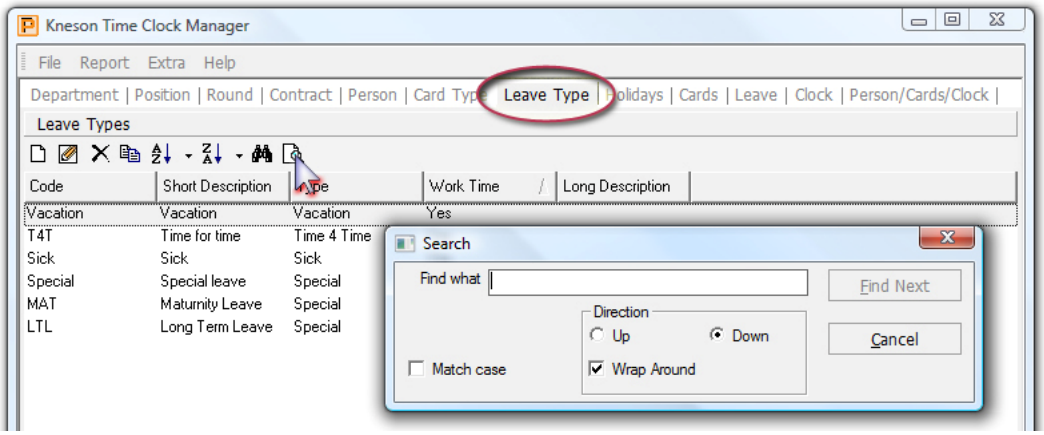
Jump to LEAVE TYPE

Click the Jump button to jump immediately to the LEAVE TYPE whose Code you know. This field is used to quickly jump to a record in a long list.



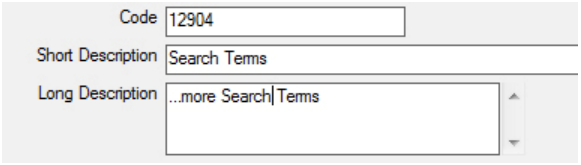
Search LEAVE TYPE

Search for any LEAVE TYPE text. Click this button to search all records and all Short and Long Descriptions to find a LEAVE TYPE record.



IMPORTANT! USE THE DESCRIPTIONS BOXES

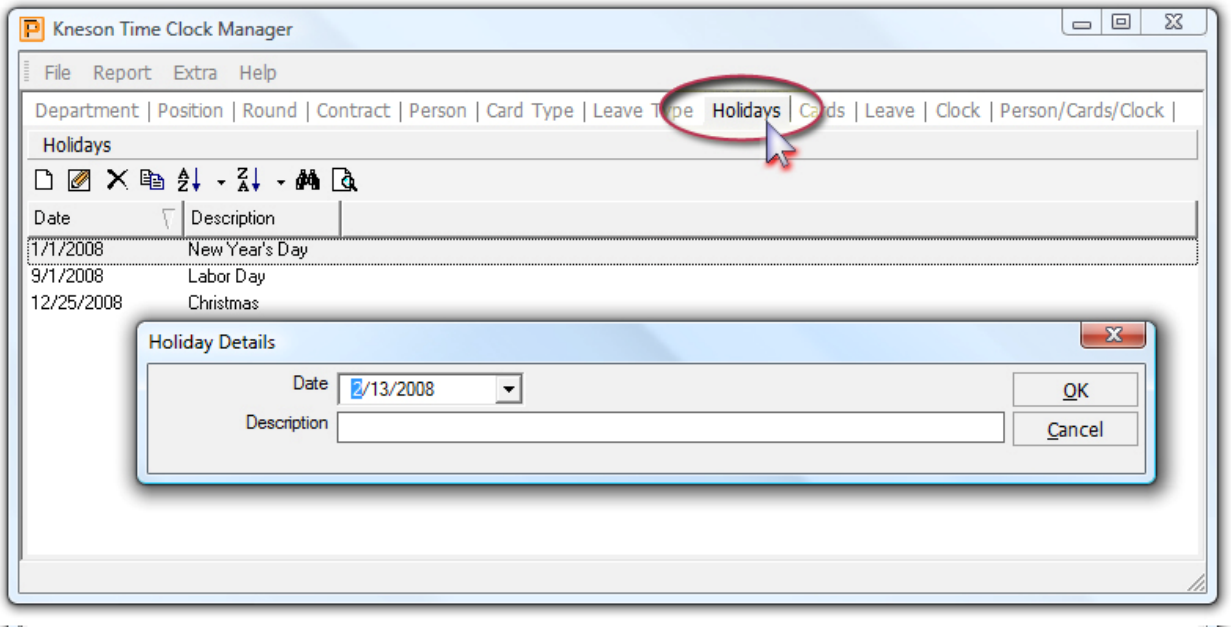
Be as detailed as possible when entering descriptions. This makes searching for items much faster.



HOLIDAYS Tab

The HOLIDAYS Tab maintains the company recognized HOLIDAYS as days off. The HOLIDAYS you set up in the system can significantly impact on payroll.

Holidays have two pieces of information - the ***Date*** and the ***Description*** of the HOLIDAY:



New HOLIDAYS

Creates new HOLIDAY entry. Click the HOLIDAYS Tab, then the New button and enter the new HOLIDAYS information. The ***Date*** field cannot be the same as any other HOLIDAYS Date.

Edit HOLIDAYS

Edits existing HOLIDAY information. Click the Edit button and change an existing HOLIDAYS record's information. The ***Date*** field cannot be the same as any other HOLIDAYS Date.

Delete HOLIDAYS

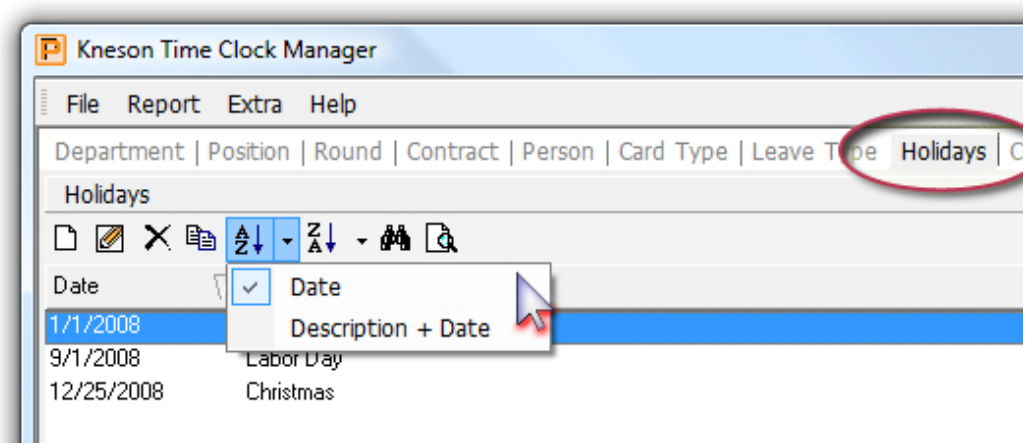
Deletes highlighted HOLIDAYS record. Click the Delete button to remove a HOLIDAYS. ***Be careful!*** - there is no undo function for this action.

Copy HOLIDAYS

Copies highlighted HOLIDAYS with new Date entry. Clicking the Copy button presents a dialog box where you ***must*** provide a new, unique Date. You should also enter a new Short Description.

Sort HOLIDAYS

Sort HOLIDAYS Forward from top to bottom. Click this button to Sort the HOLIDAYS by Date if selected, or alphabetically from A to Z by Description and then Date (Description + Date) if it is highlighted in the Sort button drop down list:



Jump to HOLIDAYS

Jump to HOLIDAYS record whose Date you know. Click this button to type in the HOLIDAYS whose Date you know to jump to it immediately. This field is used to quickly jump to a HOLIDAYS record in a long list.

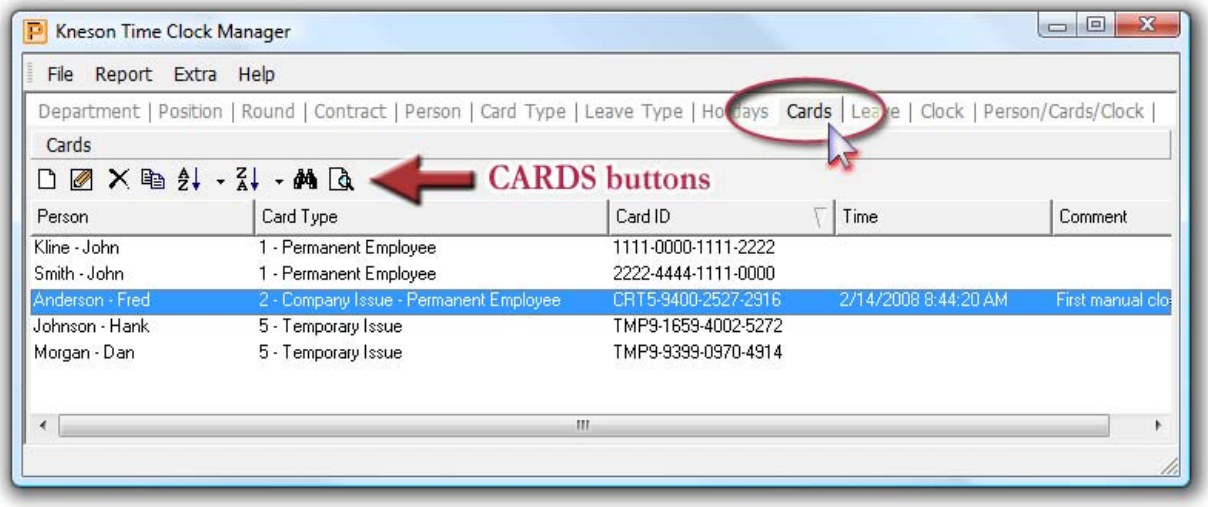
Search HOLIDAYS

Search for any information in HOLIDAYS record. Click the Search button to search all HOLIDAYS records for any data entered.

CARDS Tab

The CARDs Tab associates various CARD TYPES with PERSONS and records the CARD IDs for the card being used. Clock Real Time can use issued CARDS or CARDS the employee is already carrying.

Click the CARDS Tab on the Tab bar:



When a New Employee is entered into the system, they are either issued a company card (which you can purchase from Kneson Software) or the ID of the card that is going to be used should be entered here using the CARDS buttons.

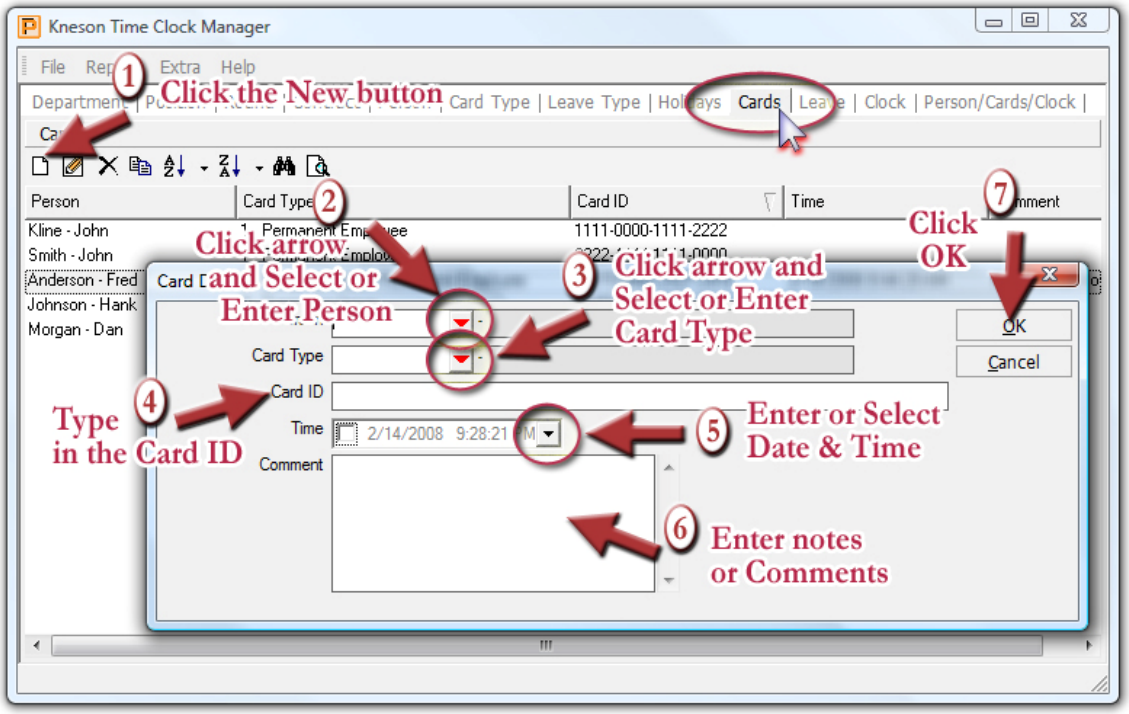
The CARDS Tab is the listing of all IDs in the system. No two CARD IDs can be the same because there should be only one CARD being used by each person. Whether it is a credit card of the employee or a company issued card, the system must have a unique ID (identification number) for each card. In the case of an employee using their own credit card, the CARD ID is the credit card number (without expiration date, etc. - just the 12 or so numbers on the front of the card).

One employee can have multiple cards in the system. They could for example enter the CARD ID of two of their credit cards to make sure they always have one of them with them when they come to work.

However, two employees cannot have the same CARD. Each CARD, whether issued by the company or owned by the employee has a unique ID. Two cards with the same ID rarely if ever (and should not) exist.

New CARD

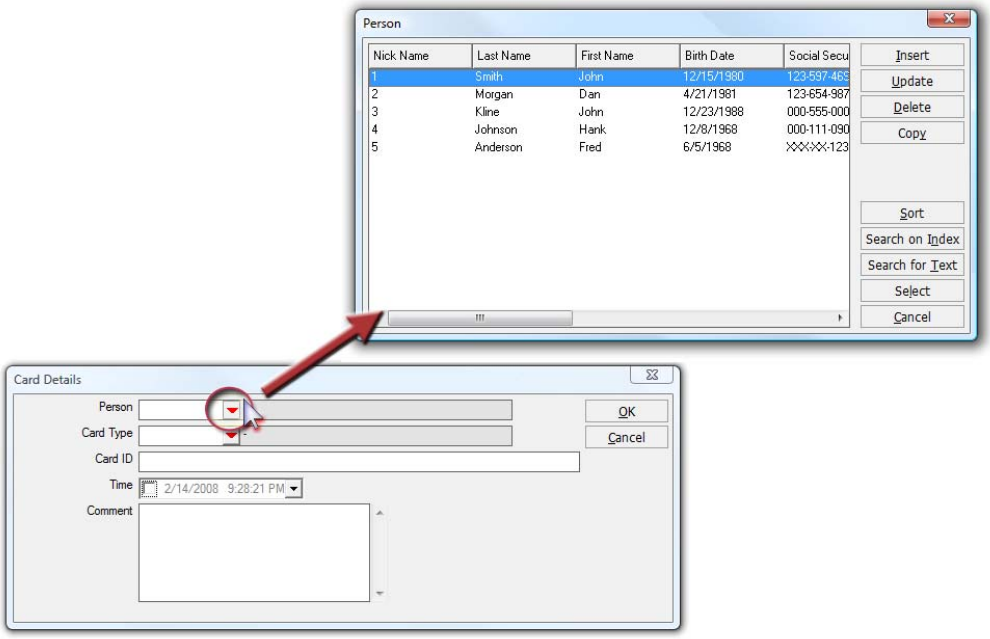
Creates new CARD listing. Click the new icon and enter the new CARD information.



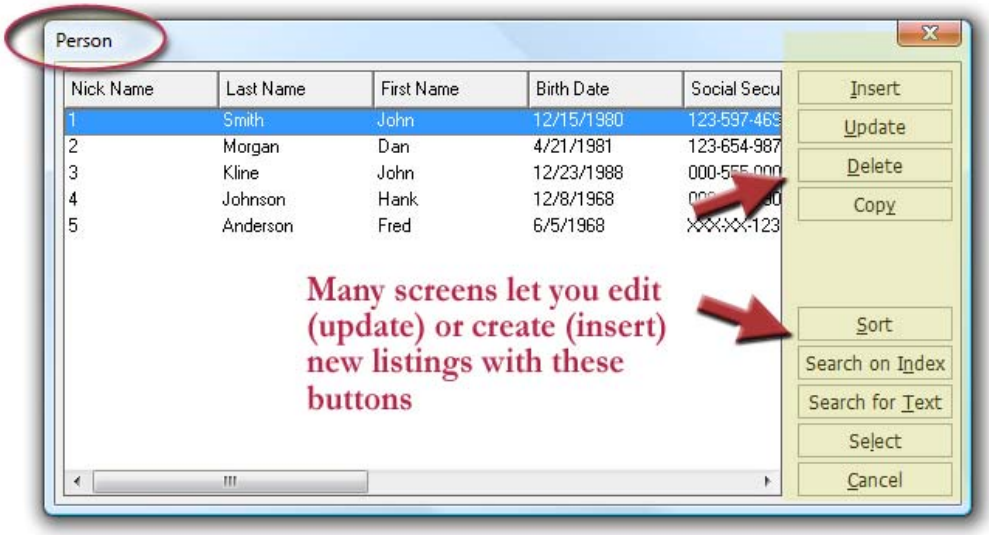
New CARD Steps:

1. Click the CARD tab, then the New button.

Click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.



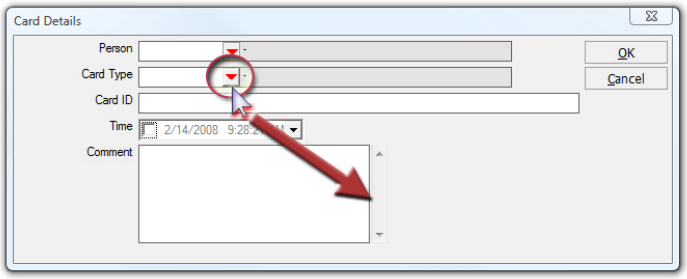
Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:

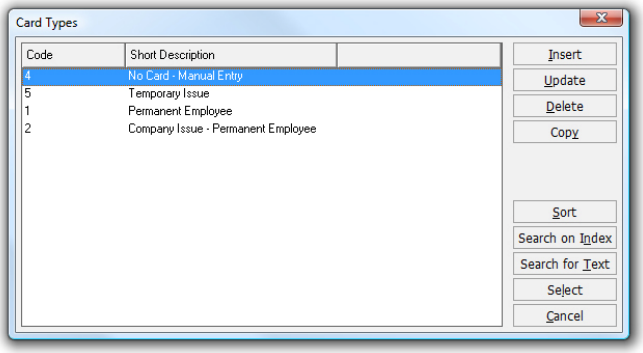


From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

3

Click the Red Down Arrow next to Card Type and Select, Edit (Update), Insert (New) or Copy a Card Type:



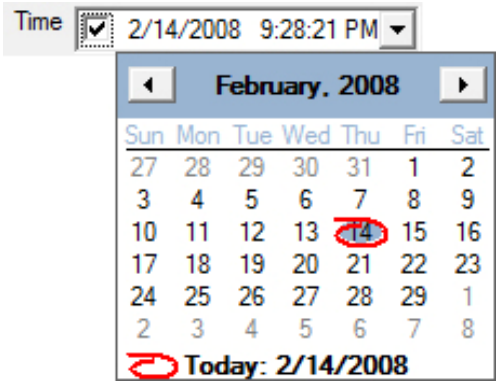


Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search CARD TYPES records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow. (sub dialog box not shows).

4

Enter the ID of this CARD. This is the physical number the system will recognize. NOTE: You must use the Clock Real Time Keyboard Emulation Scanner to scan cards in here. See Quick Start 2 - Setting Up Cards on page 29 for further instructions.

5. Click the Black Down Arrow next to Time brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually.



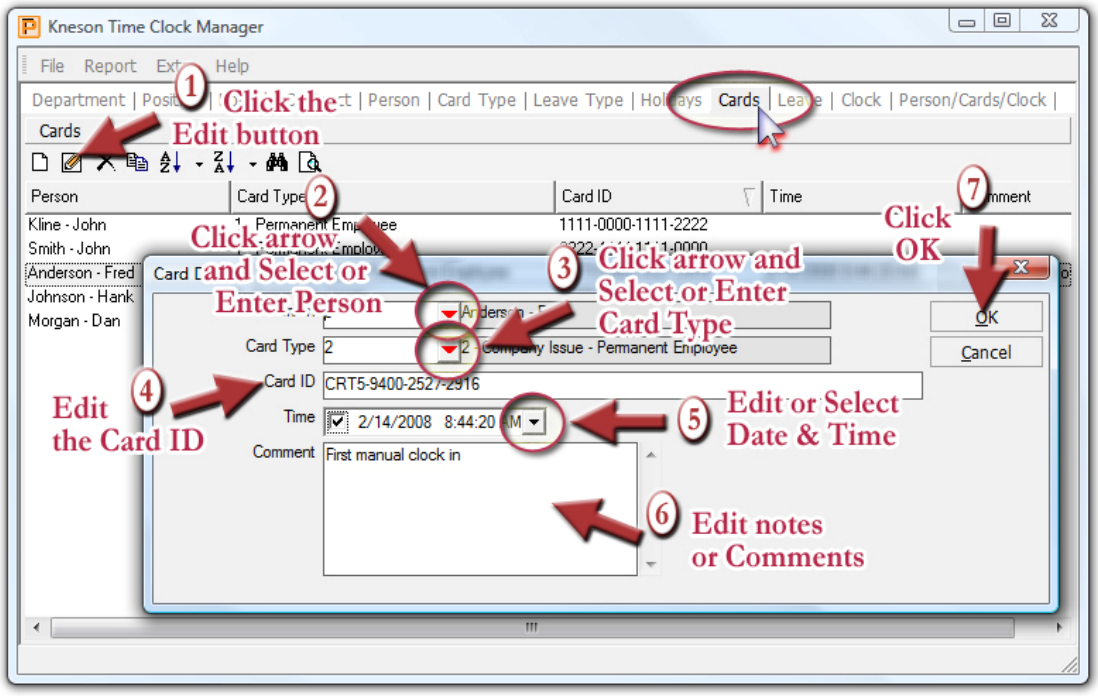
Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

6. Enter Comment or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

7. Click OK. You have now set up a New employee CARD that can be used to record real time in the system.

Edit CARD

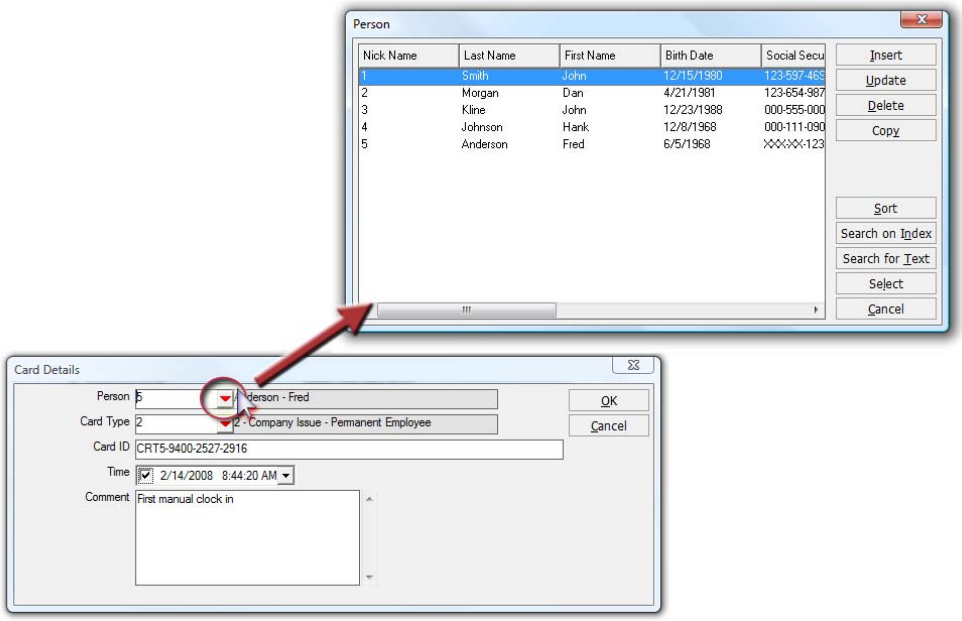
Edits existing CARD information. **Click the Edit button at the CARD tab to change the selected CARD information.**



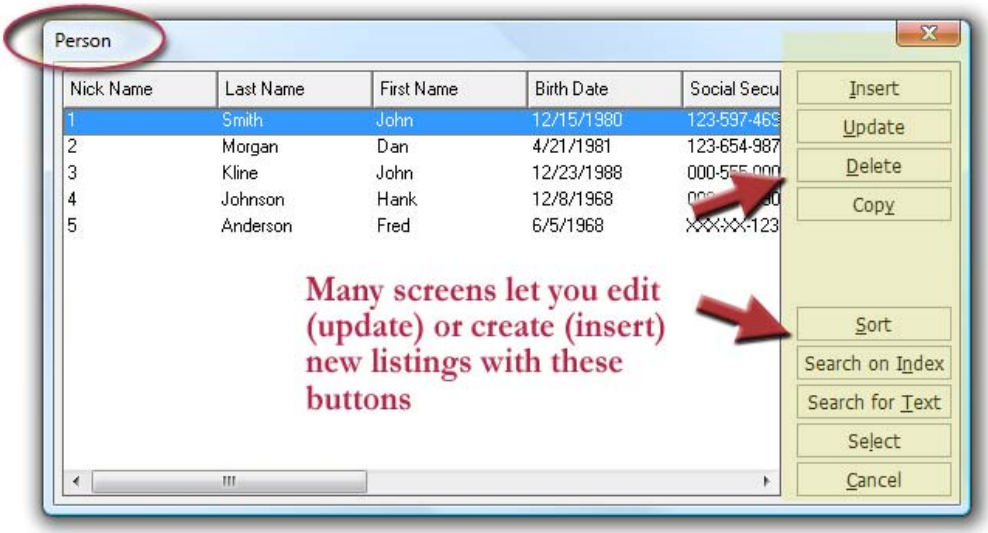
Edit CARD Steps:

1 Click the CARD tab, then the New button.

Click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.



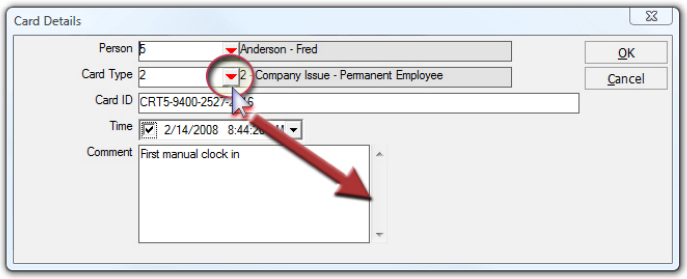
Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:

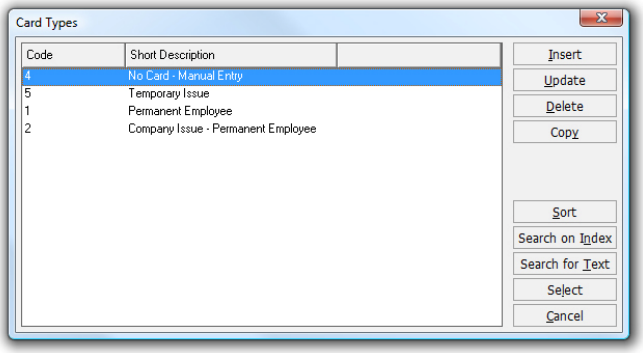


From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

3

Click the Red Down Arrow next to Card Type and Select, Edit (Update), Insert (New) or Copy a Card Type:



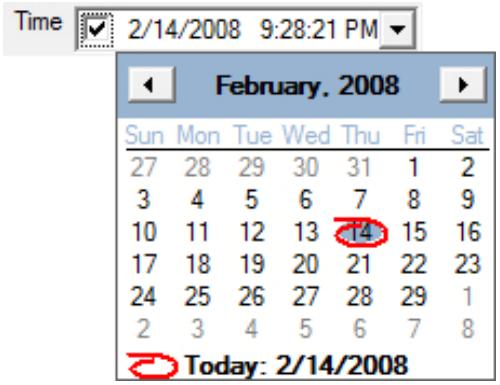


Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search CARD TYPES records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow. (sub dialog box not shows).

4

Edit the ID of this CARD. This is the physical number the system will recognize.

5. Edit or Select a new Time as needed. Click the Black Down Arrow next to Time brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually.



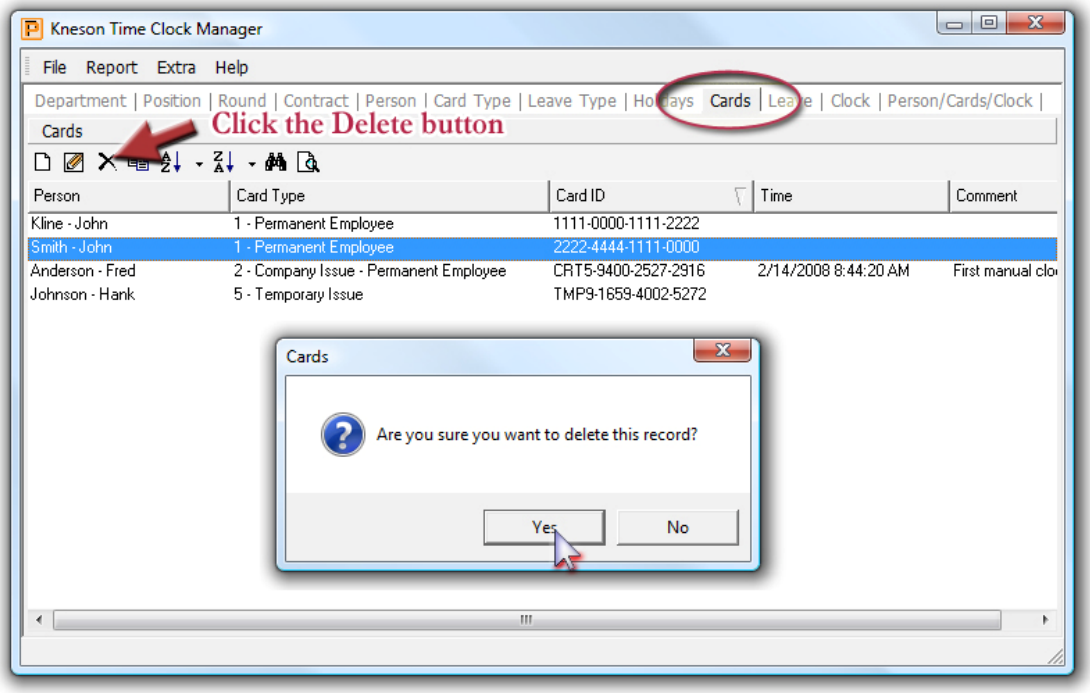
Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

6. Edit, Delete Comment or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

7. Click OK. You have now edited this employee CARD information.

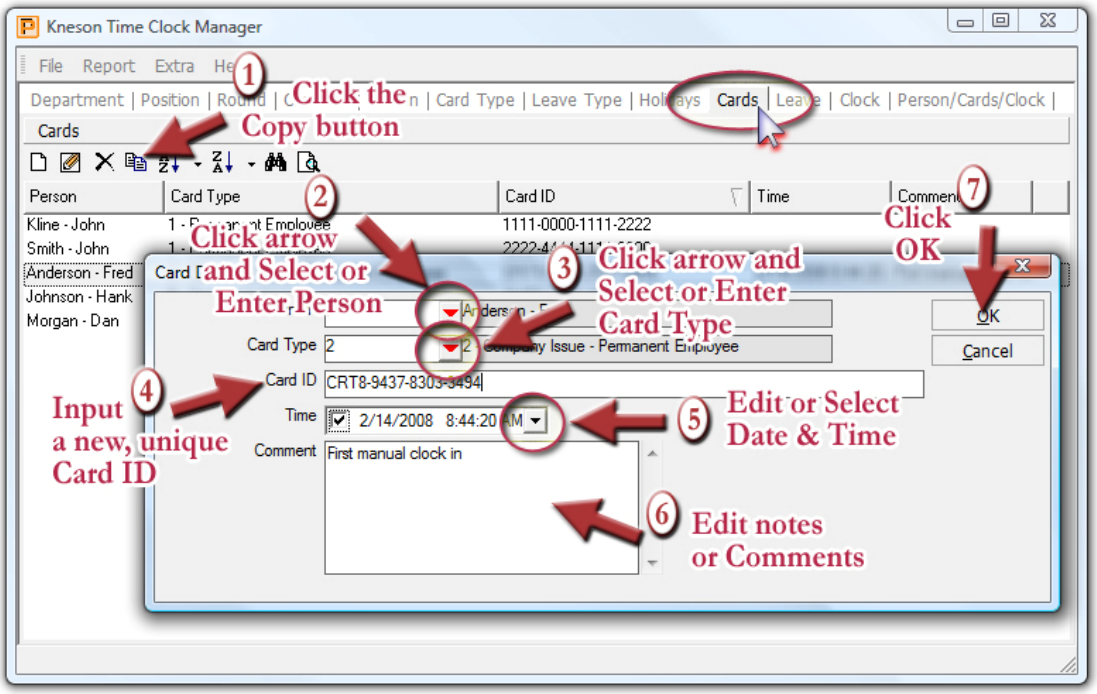
Delete CARD

Deletes CARD. Highlight the CARD you want to delete. Click the Delete button to remove a CARD from the list. ***Be careful*** - there is no undo function for this action.



Copy CARD

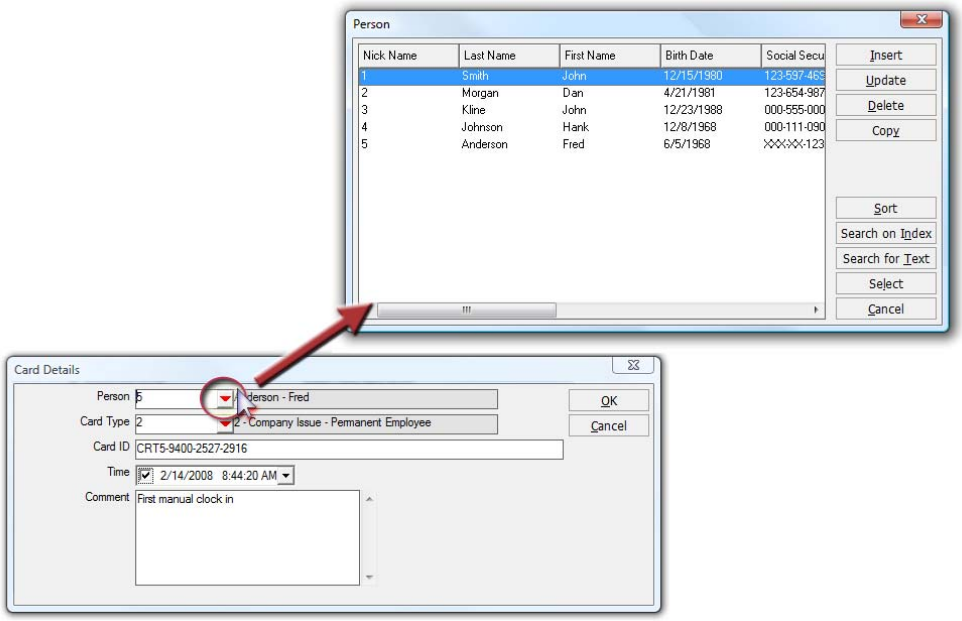
Copies existing CARD information. Click the Copy button to Copy the CARD to a new item.



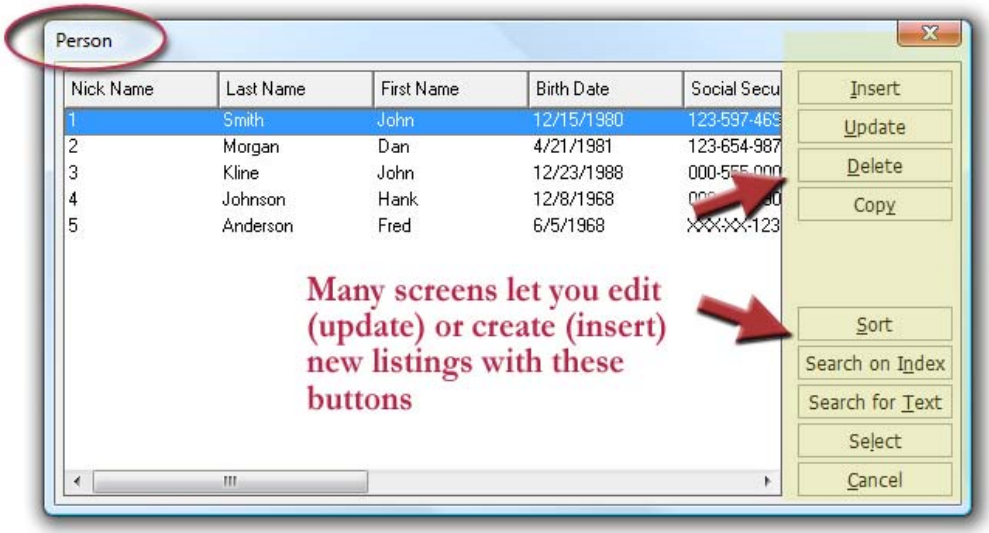
Copy CARD Steps:

1. Click the CARD tab, then the Copy button.

To change Person, click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.



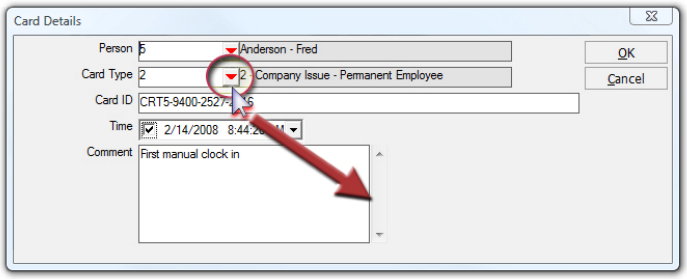
Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:

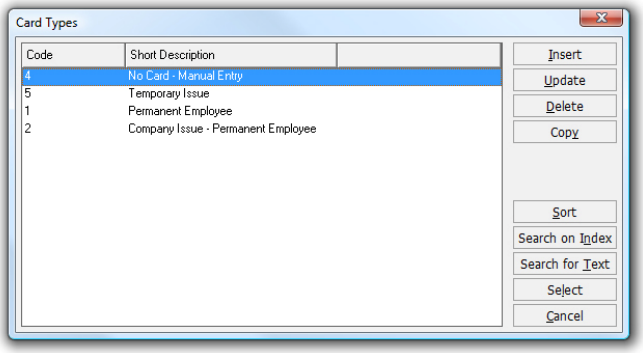


From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

3

If you need to change CARD TYPE, click the Red Down Arrow next to Card Type and Select, Edit (Update), Insert (New) or Copy a Card Type:



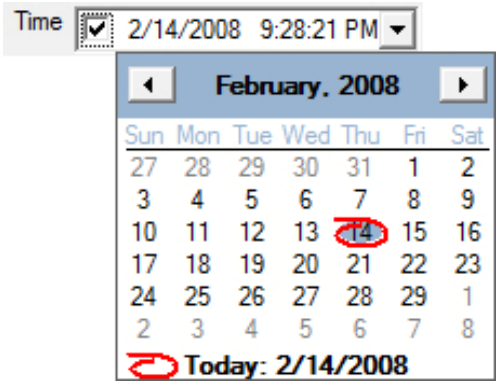


Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search CARD TYPES records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow. (sub dialog box not shows).

4

Enter a ***new CARD ID***. This is the physical number the system will recognize. ***IMPORTANT: This is the only field of the Copy CARD command that must be unique.*** Every other field of the Copy CARD command can remain the same except the CARD ID.

5. Edit or Select a new Time as needed. Click the Black Down Arrow next to Time brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually.



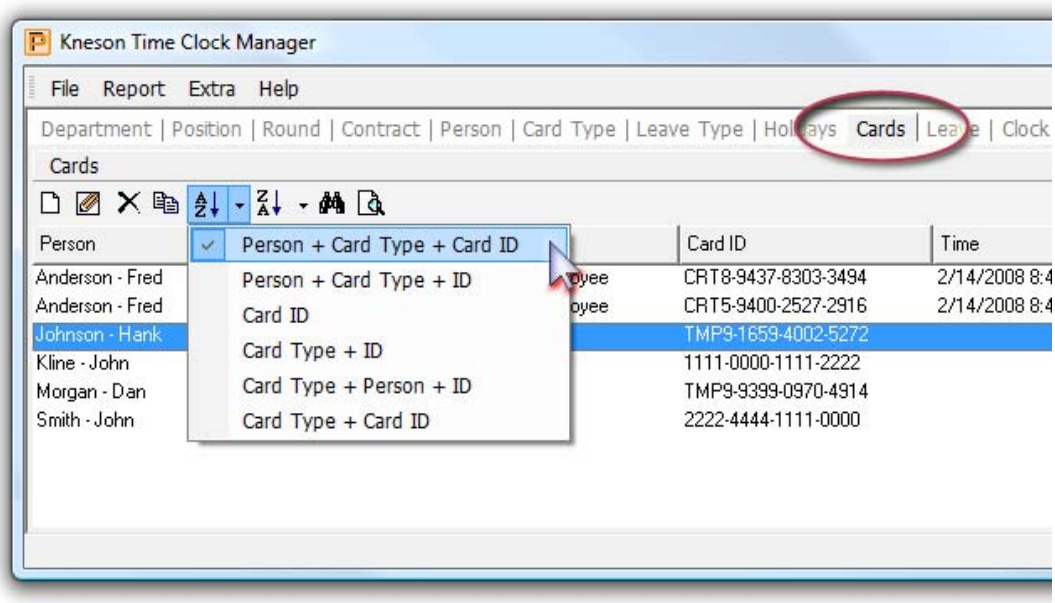
Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

6. Edit, Delete Comment or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

7. Click OK. You have now input a new employee CARD into the system using some or all of the information of the highlighted CARD ***except*** the CARD ID.

Sort CARD Records

Click the Sort Forward button to Sort by one of the 6 Sort profiles:



Sort Profiles:

Person + Card Type + Card ID	Sorts CARDs records first by ***Person*** name, last name first, then by ***Card Type*** alphabetically, then by ***Card ID*** numerically then alphabetically.
Person + Card Type + ID	Sorts CARD records first by ***Person*** name, last name first, then by ***Card Type*** alphabetically, then by other ID[5].
Card ID	Sorts CARD records by ***Card ID*** numerically then alphabetically.
Card Type + ID	Sorts CARD records first by ***Card Type*** alphabetically, then by other ID.5
Card Type + Person + ID	Sorts CARD records first by then by ***Card Type*** alphabetically, then by ***Person*** name, last name first, then by other ID.5

[5] Planned for future functionality. Not implemented yet. As of this printing Kneson Software is evaluating other forms of ID input including proximity sensors, etc.

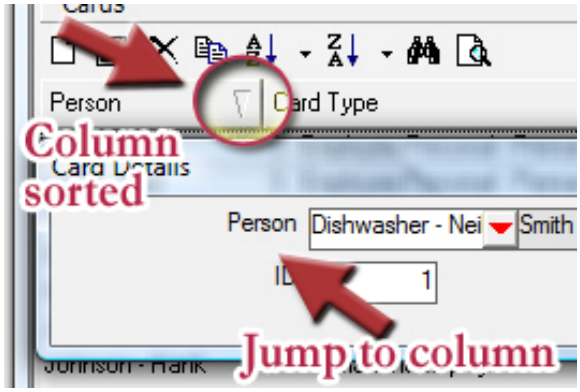
Card Type + Card ID	Sorts CARD records first by ***Card Type*** alphabetically, then by ***Card ID*** numerically then alphabetically.

The Reverse Sort button Sorts the CARD records the exact same way only in ***reverse*** for the chosen profile.

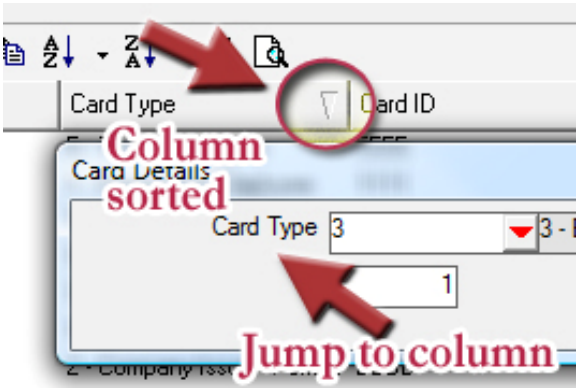
CARD Tab Jump

Jump to CARD record. Click this button to jump immediately to the CARD whose ***column value is sorted (light grey arrow)***. This field is used to quickly jump to a record in a long list.

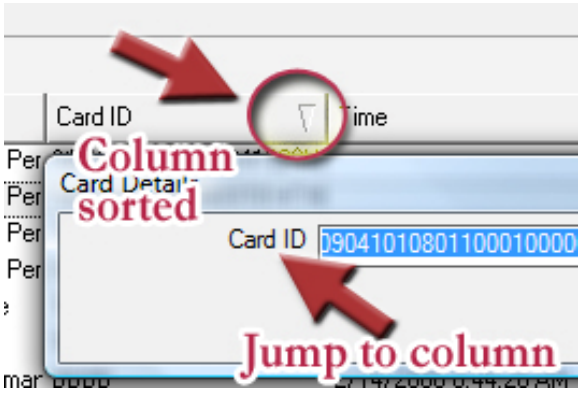
Jump is a dynamic function under all Tabs. The Jump function "jumps to" a value that ***depends on which column you have clicked on to sort.*** For example, when the CARD table "PERSON" column is clicked (light grey arrow appears in column heading), Jump will ask for a "PERSON" to jump to and so on for CARD TYPE and CARD ID:



When PERSON column is selected, Jump brings up a PERSON jump box



When CARD TYPE column is selected, Jump brings up a CARD TYPE jump box



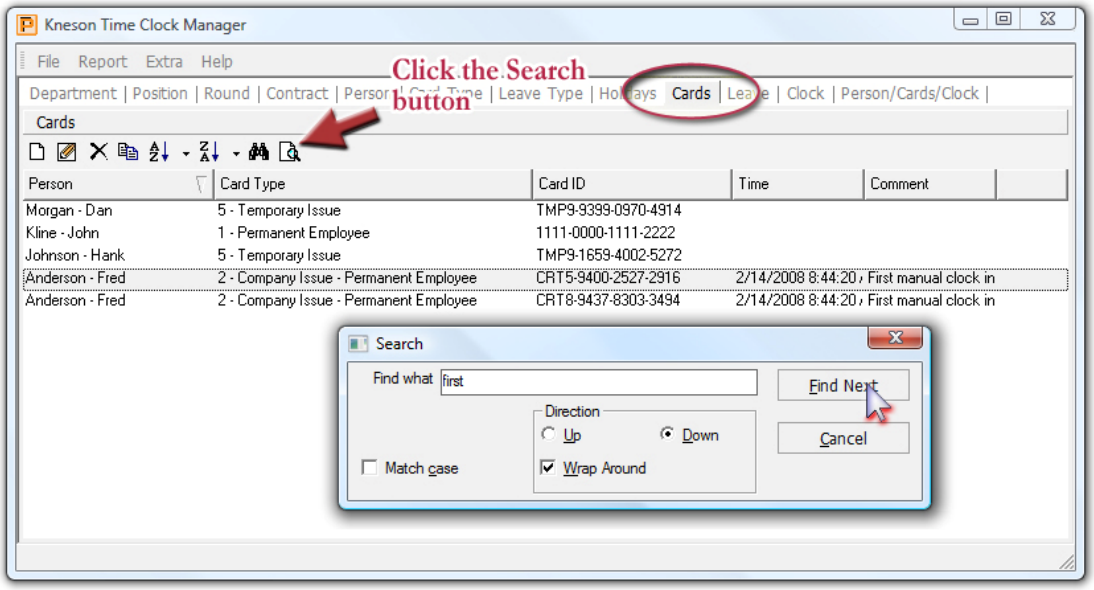
When CARD ID column is selected, Jump brings up a CARD ID jump box.

Note: Make sure to delete the data in the Card ID field before swiping new data in.

In other tables other indexes/sort orders exists which can be directly jumped to. All Tabs in the system will always jump based on a value ***specified by which column is sorted or which column heading has the light grey arrow (circled in above screenshots)***. If the value input in the Jump dialog box does not exist, the program will Jump to the first smaller value or the first larger value depending on which is found first.

Search CARD

Search for any CARD text. Click this button to search all records and all data fields to find a CARD record.



The Search function in Clock Real Time is extremely powerful. It will find any text anywhere in a record, and it will find by partial wording as well.

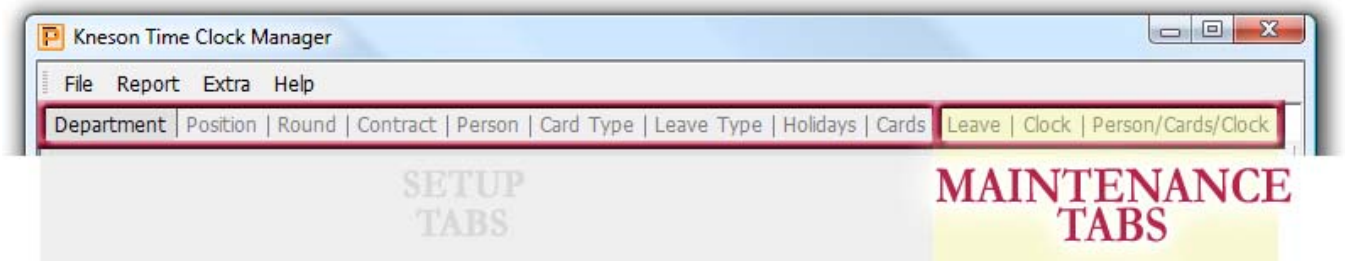
Chapter Progress

CHAPTER	PAGE	RECOMMENDATION
Quick Start	21	Must Read
Quick Start 2 - Setting Up Cards	29	Must Read
Quick Start 3 - Employee Time Management	37	Must Read
Quick Reports	54	Must Read
Overview	61	Read
Clock Real Time Scanner	68	Read
Clock Real Time Monitor	72	Read
Section 1: Setup Tabs	76	Read / Reference
Section 2: Maintenance Tabs	**154**	**Read / Reference**

You Are Here ⇨

Section 2: Maintenance Tabs

These Tabs to the right on the top row after the Kneson Time Clock Manager Tab are for maintenance and input of clocking data.



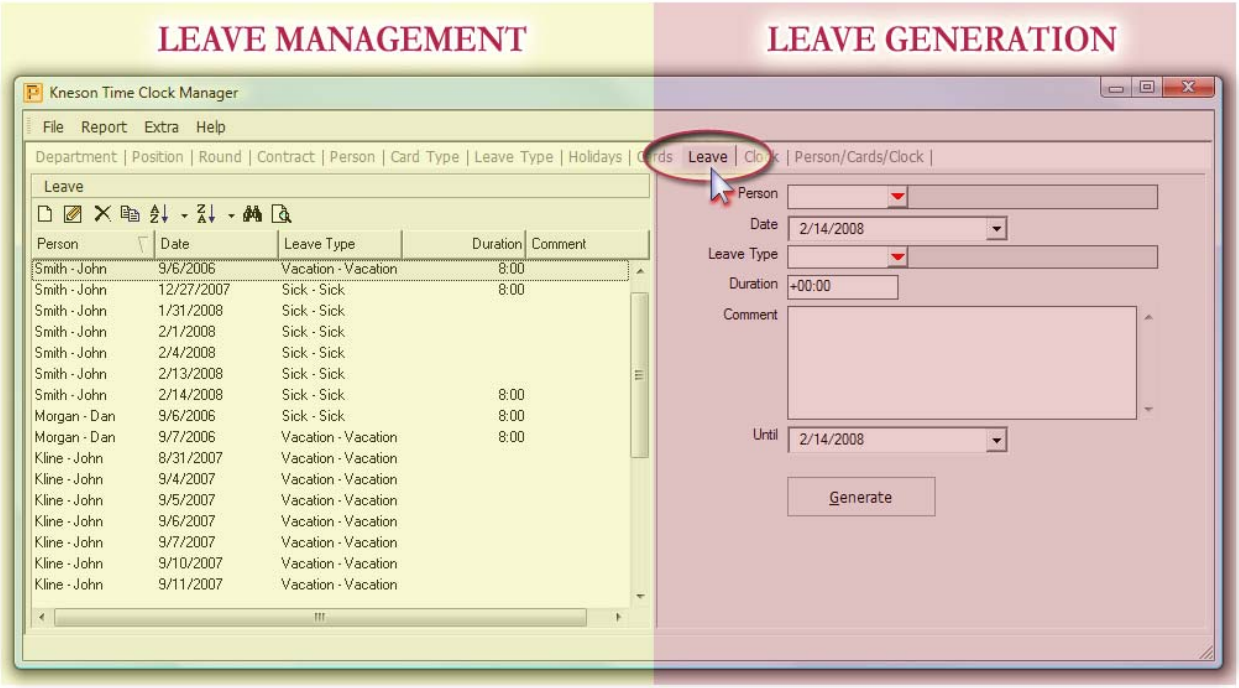
The three MAINTENANCE TABS are as follows:

Leave	For input and maintenance of leave requests using LEAVE TYPES.
Clock	This Tab shows the current Clock In and Clock Out records.
Person/Cards/Clock	This is a combination screen showing three Tabs at once - PERSON, CARDS and CLOCK. This is the Tab that will be on screen most of the time once the system is setup and running so you can access the most functionality within Clock Real Time in one screen without having to go from Tab to Tab for these three functions.

LEAVE Tab

The LEAVE Tab is where you enter all LEAVE data for employees. LEAVE data is either pre-arranged as in various types of long term LEAVE, or entered as LEAVE events occur (for example, an employee calls in sick).

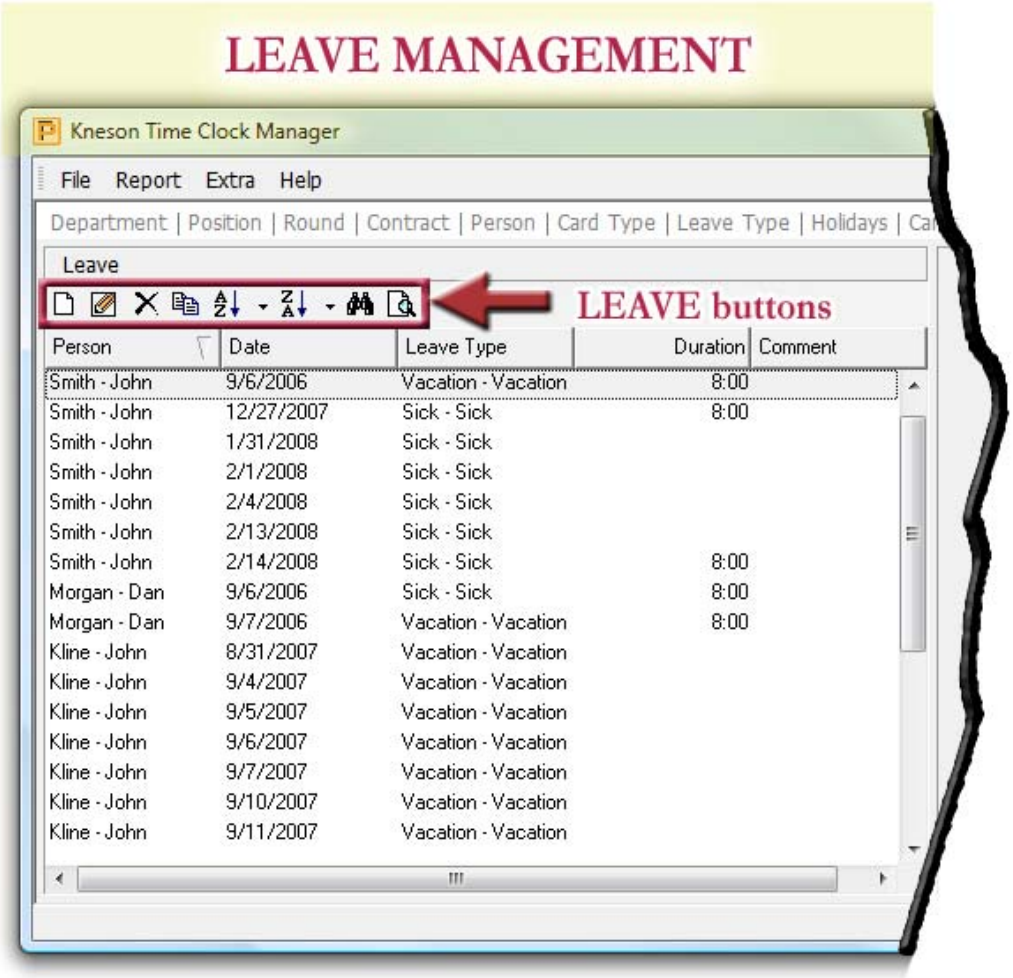
Click the LEAVE Tab (this Tab is to the right of LEAVE TYPE). The screen is a set of two broad levels of functionality - LEAVE Management and LEAVE Generation:



LEAVE MANAGEMENT	For administering LEAVE events using the LEAVE buttons New, Edit, Delete, Copy, Sort, Jump and Search.
LEAVE GENERATION	For instant LEAVE event generation.

LEAVE Management

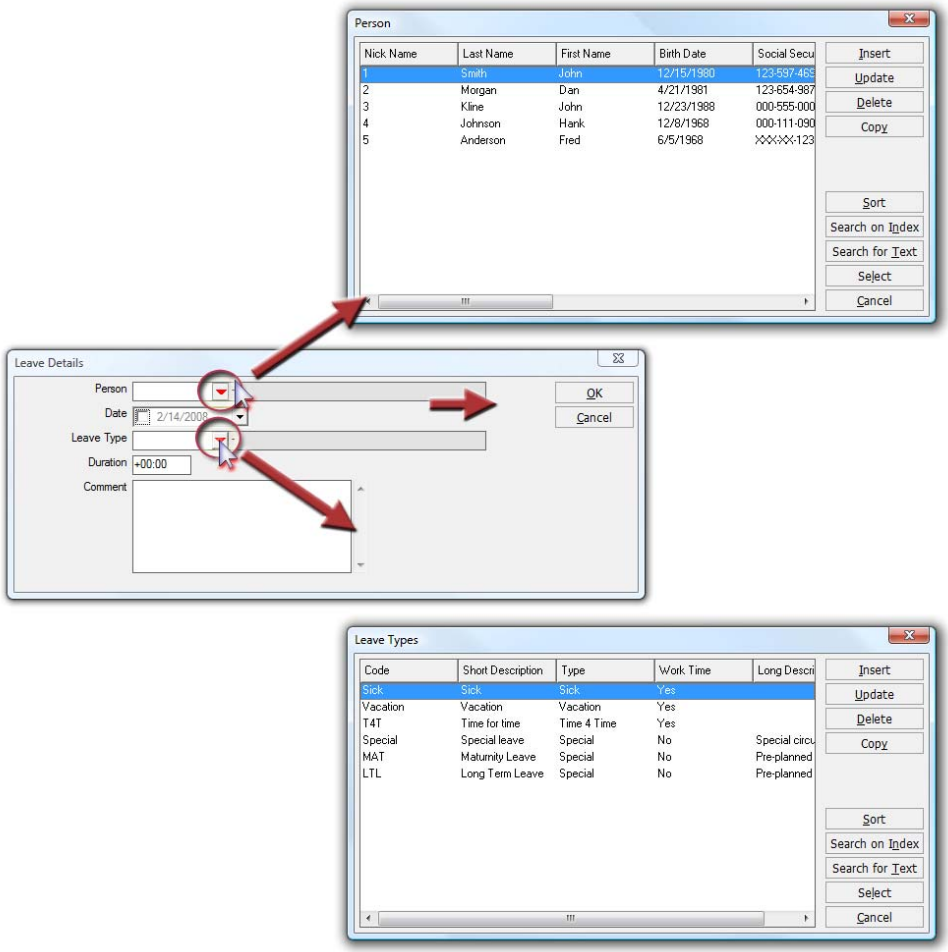
The LEAVE MANAGEMENT side of the LEAVE Tab manages LEAVE data records using the LEAVE buttons:



Following are the LEAVE button functions:

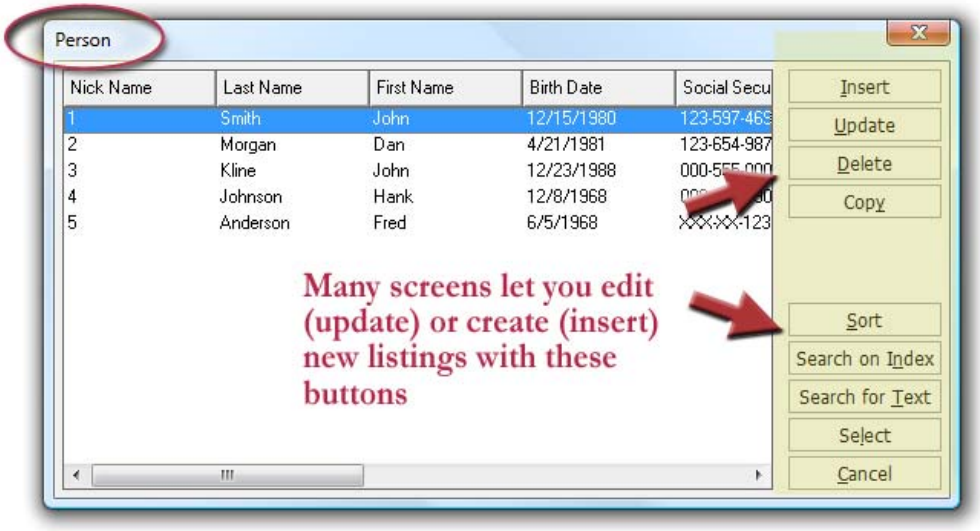
New Button

Click the left New button. This will bring up the LEAVE Details screen. Clicking on ***Person*** or ***Leave Type*** brings up PERSON and LEAVE TYPE data screens ***both of which still allow all of the New (Insert), Update (Edit), Delete, Copy, Sort, Search on Index (Jump) and Search functions:***



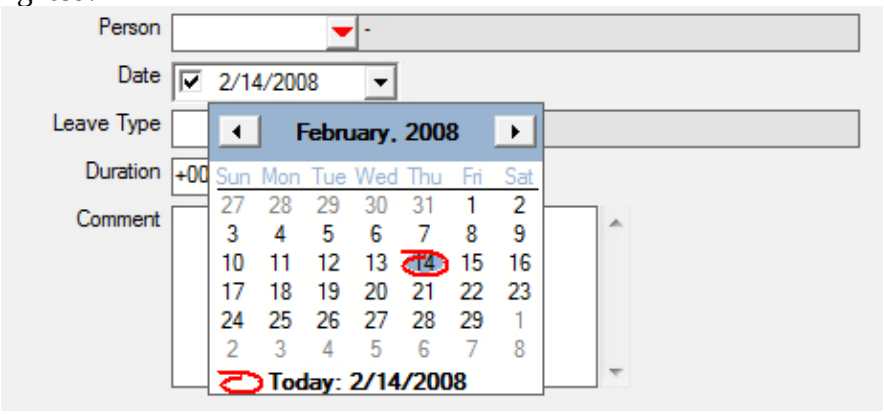
Choose PERSON from the Person data screen, and the LEAVE TYPE from the Leave Types screen by clicking the Red Down Arrows for each.

Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:



From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

Date: Click the Black Down Arrow next to Date brings up a calendar with Today's Date highlighted:



Clicking on today's date automatically inputs the current date in the Date field. The Date numbers are manually editable - you can manually type in any date.

Duration: Type the amount of time for this LEAVE event in HH:MM format. Type in the amount. Change the + to a - to subtract information from a LEAVE event (for example, if someone came back to work early from vacation or sick leave). ***Tip:*** with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field. ***Tip:*** Duration can be left to 00:00 in which case the reports will use the number of hours defined in the contract for that day.

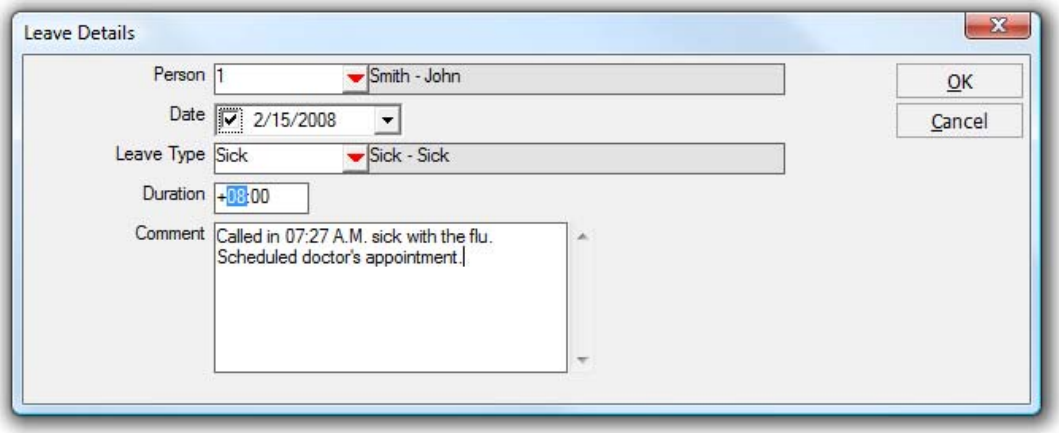
Comment: input any comment specific to this LEAVE event.
IMPORTANT! *Use Comment boxes! Be as detailed as possible when entering LEAVE*

events. This makes searching for items much faster as your company gathers more and more information.

Tip: *Typing the INSERT key performs the same action as the New button when a record on the left side of the LEAVE Tab is highlighted. If the cursor is anywhere on the right side of the LEAVE Tab screen, no action is performed.*

Edit Button

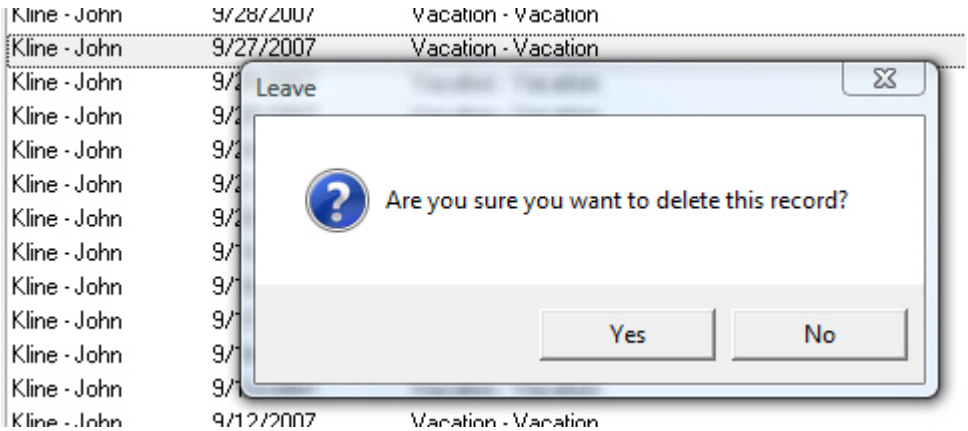
Click the record on the left you want to Edit, then click the left Edit button. This will bring up the LEAVE Details screen ***similar to clicking the New button*** only with the information from the entry you had highlighted populating the box.



Tip: *Double clicking a LEAVE record is the same as highlighting a record and clicking the Edit button.*

Delete Button

Click the record on the left you want to Delete, then click the left Delete button. This brings up a box asking you to confirm deleting the highlighted LEAVE event:



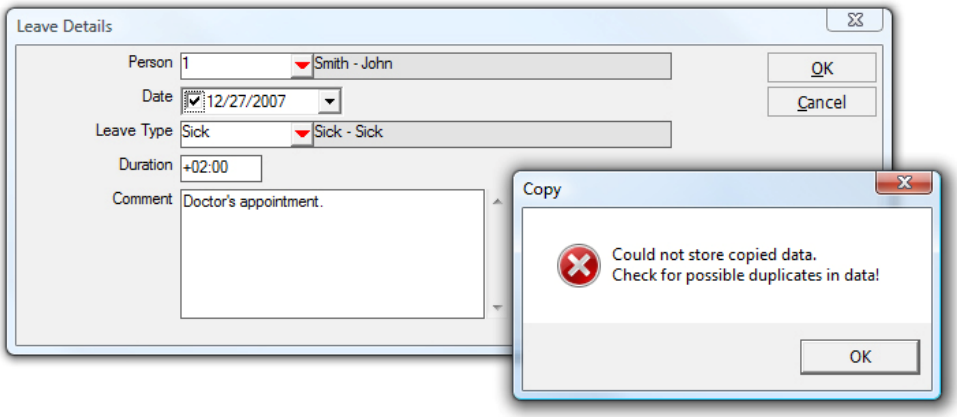
Be careful! - there is no undo function for this action.

Tip: *Typing the DELETE key performs the same action on the highlighted record as the Delete button. If the cursor is anywhere on the right side of the LEAVE Tab screen, no action is performed.*

Copy Button

Click the record on the left you want to Copy, then click the left Copy button. This will bring up the LEAVE Details screen ***similar to clicking Edit button*** with the information from the entry you had highlighted populating the Leave Details box.

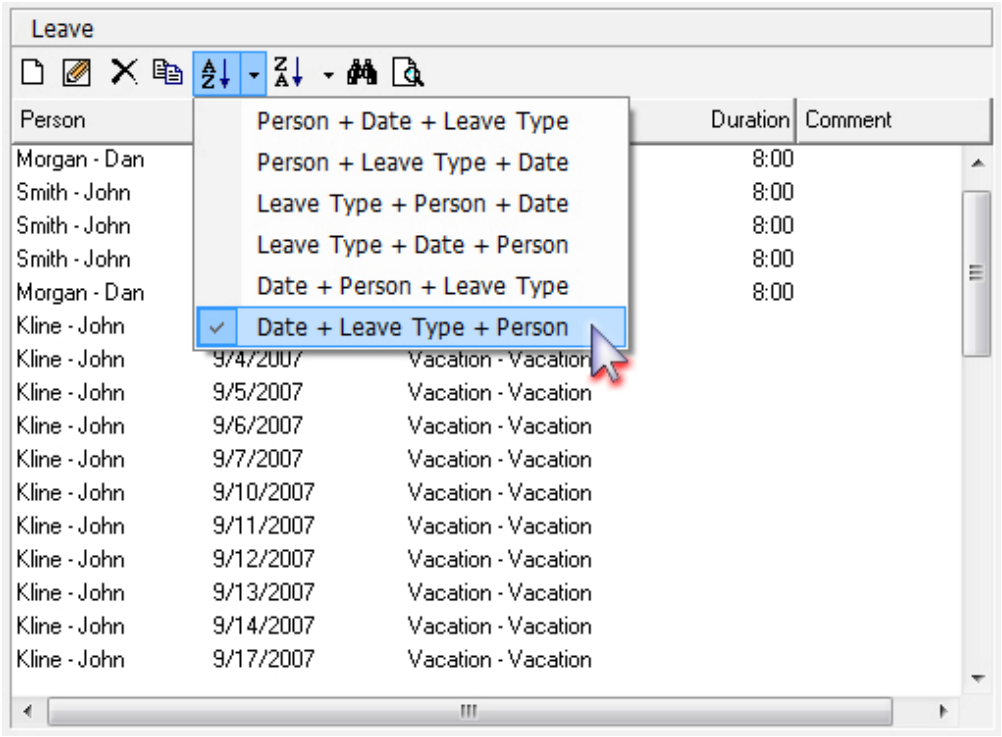
You must at a different ***Person***, ***Date*** or ***Leave Type*** in the Leave Details screen or the program will show this error:



Changing the Duration or Comment is not sufficient to prevent this error. You must change one of ***Person***, ***Date*** or ***Leave Type*** to Copy a LEAVE record.

Sort LEAVE Records

Click the Sort Forward button to Sort by one of the 6 Sort profiles:



Sort Profiles:

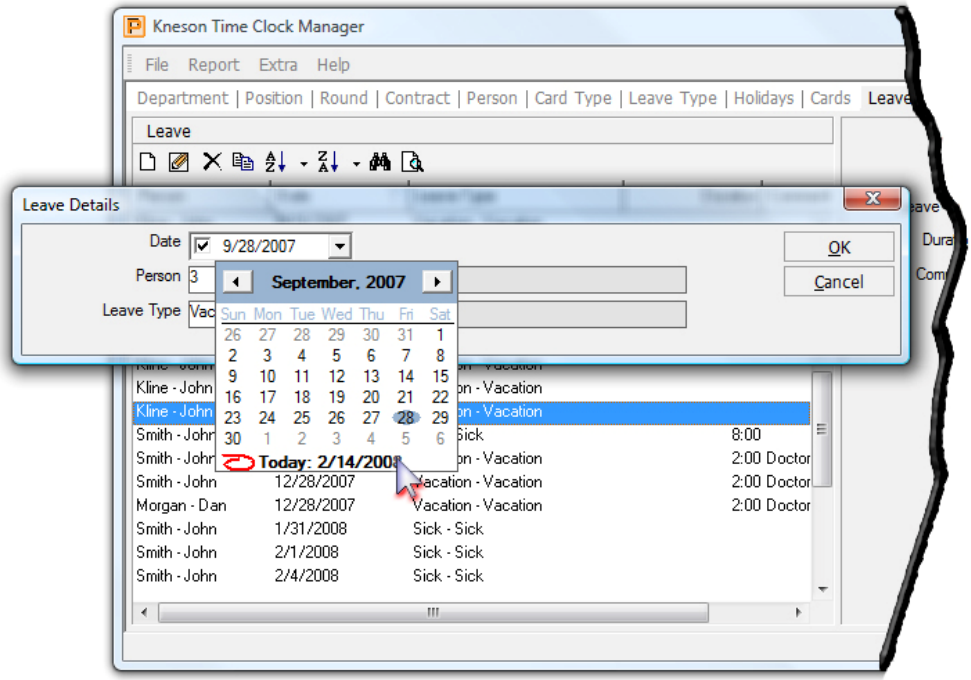
Person* + *Date* + *Leave Type	Sorts LEAVE records first by ***Person*** name, last name first, then by ***Date*** with the newest date at the bottom of the list, then by ***Leave Type*** alphabetically.
Person* + *Leave Type* + *Date	Sorts LEAVE records first by ***Person*** name, last name first, then by ***Leave Type*** alphabetically, then by ***Date*** with the newest date at the bottom of the list.
Leave Type* + *Person* + *Date	Sorts LEAVE records first by ***Leave Type*** alphabetically, then by ***Person*** name, last name first, then by ***Date*** with the newest date at the bottom of the list.
Leave Type* + *Date* + *Person	Sorts LEAVE records first by ***Leave Type*** alphabetically, then by ***Date*** with the newest date at the bottom of the list, then by ***Person*** name, last name first.
Date* + *Person* + *Leave Type	Sorts LEAVE records first by ***Date*** with the newest date at the bottom of the list, then by ***Person*** name, last name first, then by ***Leave Type*** alphabetically.

Date + Leave Type + Person	Sorts LEAVE records first by ***Date*** with the newest date at the bottom of the list, then by ***Leave Type*** alphabetically, then by ***Person*** name, last name first.

The Reverse Sort button Sorts the LEAVE records the exact same way only in ***reverse*** for the chosen profile.

Jump to LEAVE Record

Click the Jump button to jump immediately to the LEAVE record who's Date you have some idea of. This field is used to quickly jump to a record in a long list by Date, and will come as close to the Date input as possible:



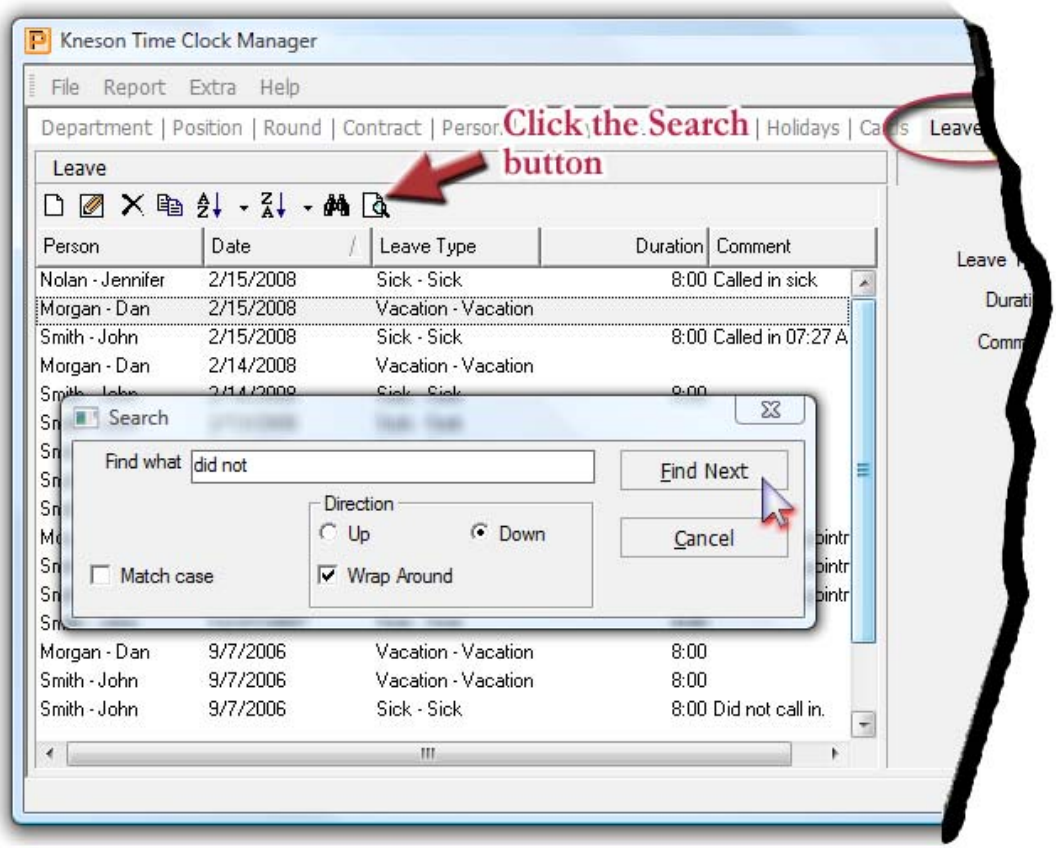
Tip: *You can enter a Date by highlighting a Date number and use the UP and DOWN arrows on the keyboard to scroll numbers without typing numbers in. Move between the Date numeric fields by using the LEFT and RIGHT arrows on the keyboard.*

Tip: *Clicking the bottom red circle anywhere on the* Today: 2/14/2008 *label will enter the current day's Date.*

Tip: *Typing Ctrl-F on the keyboard is the same as clicking the Jump button* ***as long as a record on the left side of the LEAVE Tab is highlighted****.*

Search for LEAVE Record

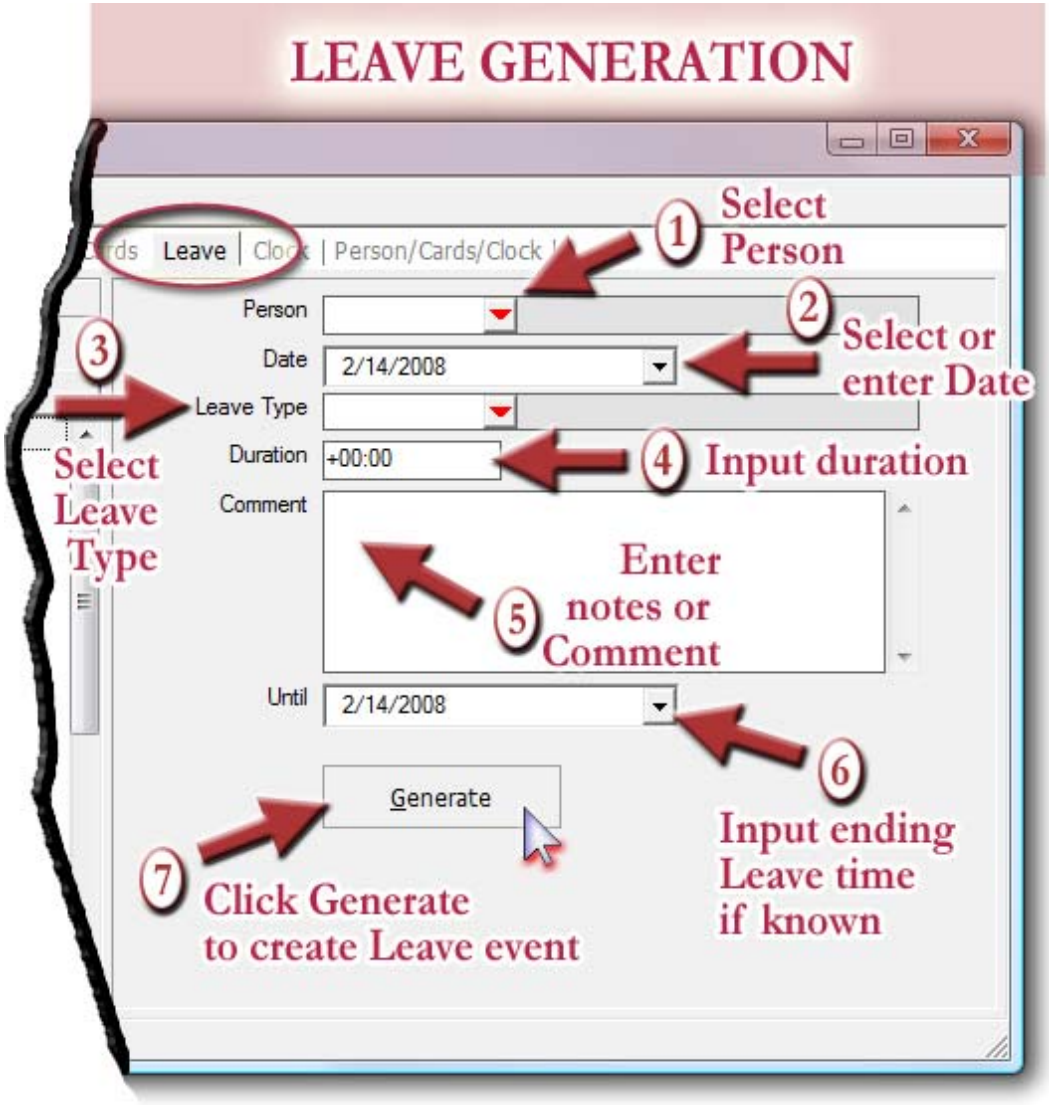
Searches for any LEAVE event text or value. Click the Search button to broadly search all records in most fields to find a LEAVE event record. You can search by Person's name, Comment text or date.



Tip: *Typing Ctrl-S on the keyboard is the same as clicking the Search button* ***as long as a record on the left side of the LEAVE Tab is highlighted****.*

LEAVE Generation

The right side of the LEAVE Tab is the LEAVE Generation section. This section allows you to generate a LEAVE event ***in just a few seconds!***



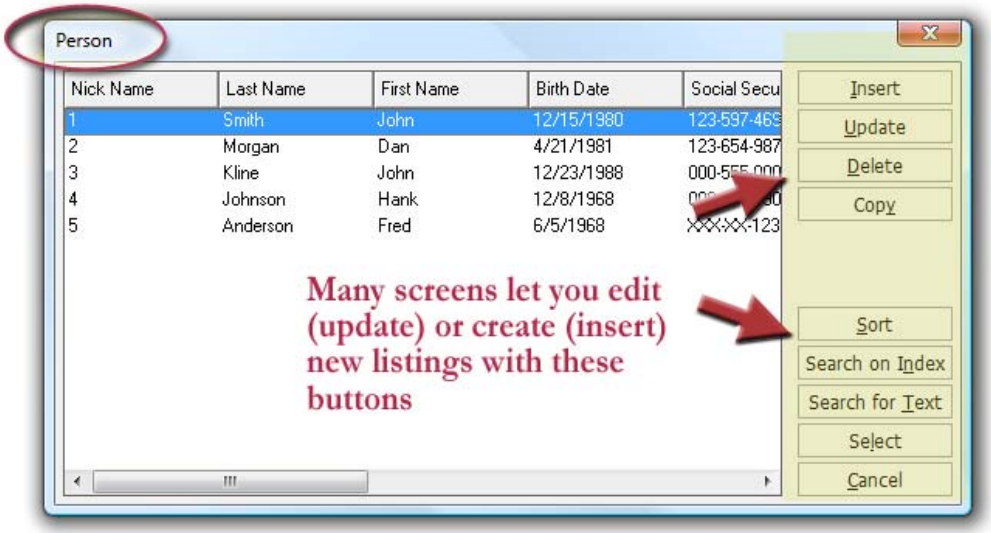
Follow these steps to quickly generate a LEAVE event:

Quick Steps to Generate a LEAVE Event:

1

Click the LEAVE tab, then the Red Down Arrow next to Person to select the Person for this LEAVE event.

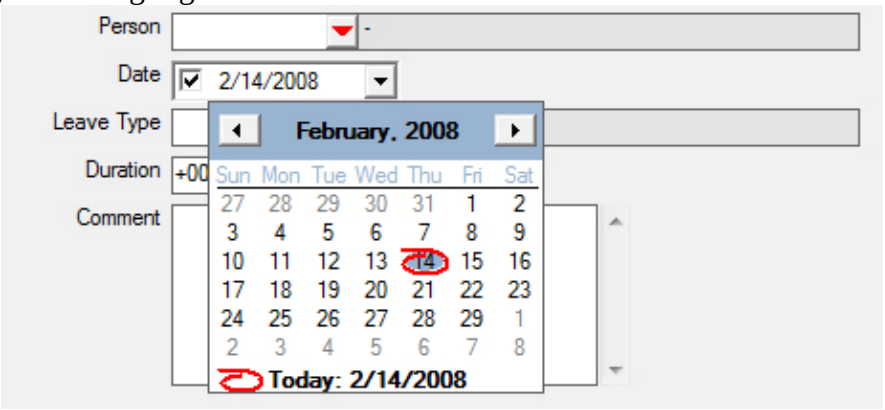
Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow:



From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

(See Step 3 for screenshot.)

Date: Click the Black Down Arrow next to Date brings up a calendar with Today's Date highlighted:



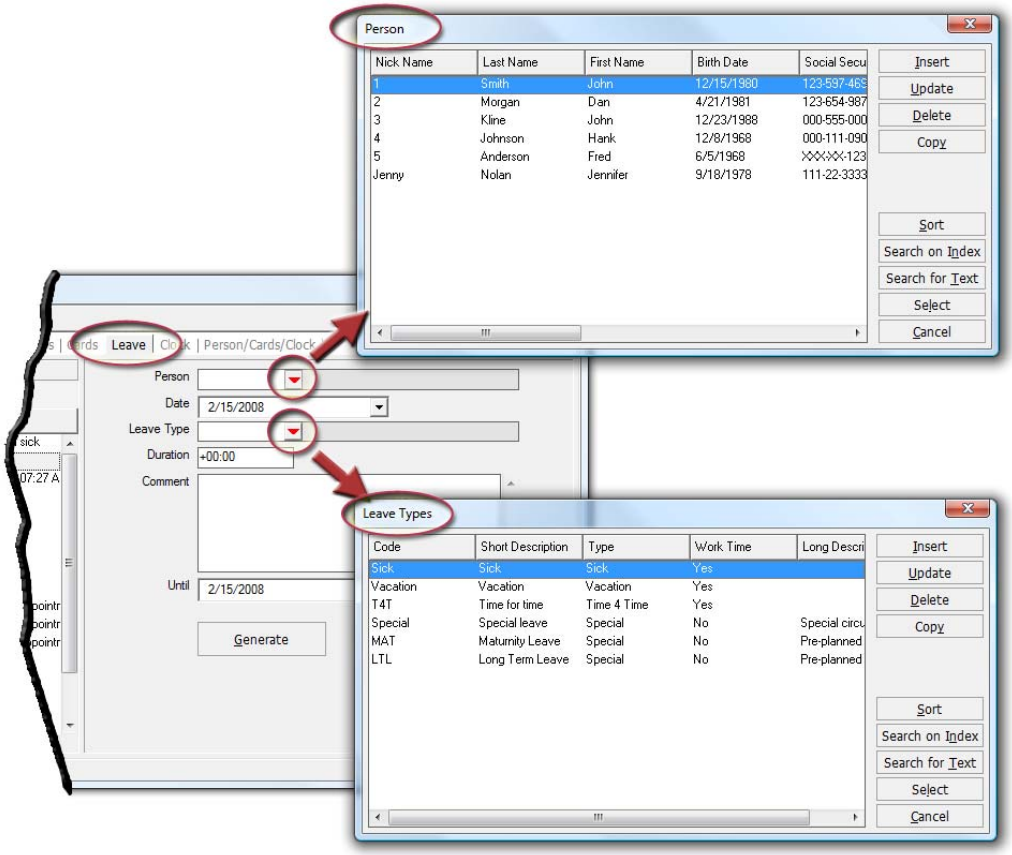
Clicking on today's date automatically inputs the current date in the Date field. The Date numbers are manually editable - you can manually type in any date.

Comment: input any comment specific to this LEAVE event.
IMPORTANT! *Use Comment boxes! Be as detailed as possible when entering LEAVE events. This makes searching for items much faster as your company gathers more and more information.*

Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

3

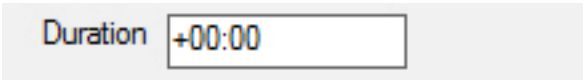
Input LEAVE TYPE by clicking the Red Down Arrow next to Leave Type (similar to clicking the Red Down Arrow next to Person) and Select, Edit (Update), Insert (New) or Copy a Card Type:



Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search CARD TYPES records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow. (sub dialog box not shows).

4

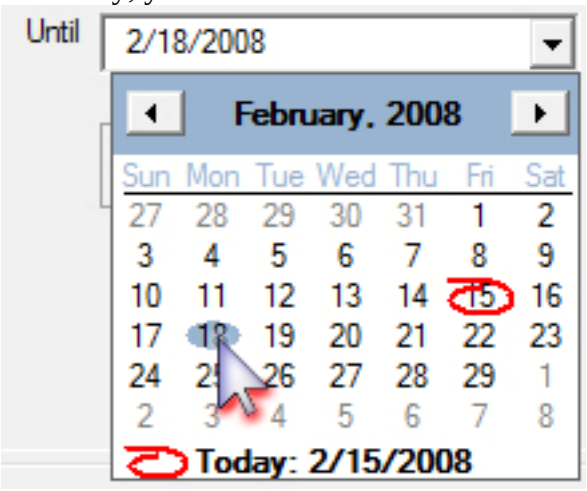
Duration: Type the amount of time for this LEAVE event in HH:MM format. Type in the amount. Change the + to a - to subtract information from a LEAVE event (for example, if someone came back to work early from vacation or sick leave).



Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

5. Edit, Delete Comment or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

6. Input a date in the future if it is meaningful for this LEAVE event. For example, if an employee calls in sick on a Friday stating they won't be coming back to work until Monday, you can record this information as a record.

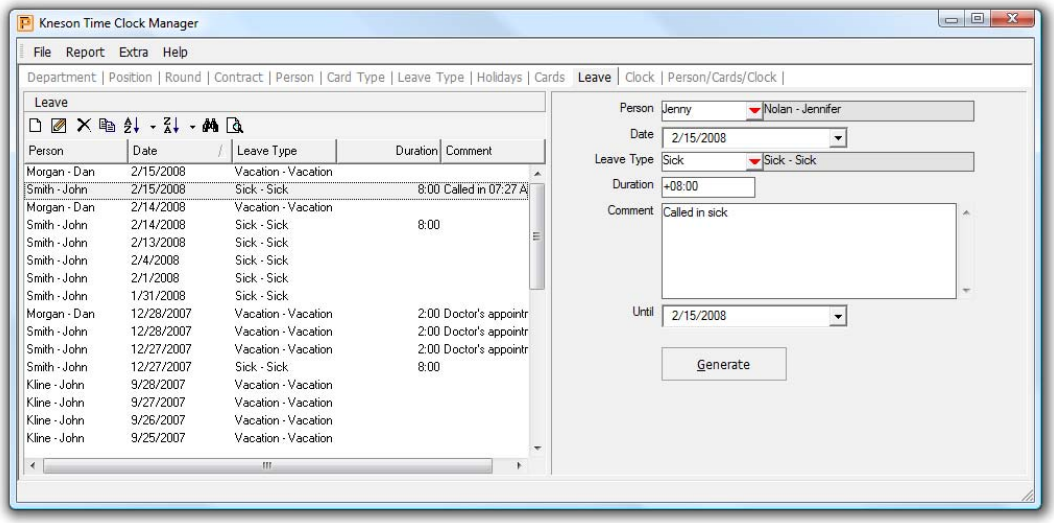


Clicking on a Date in the future automatically puts it in the Until box.

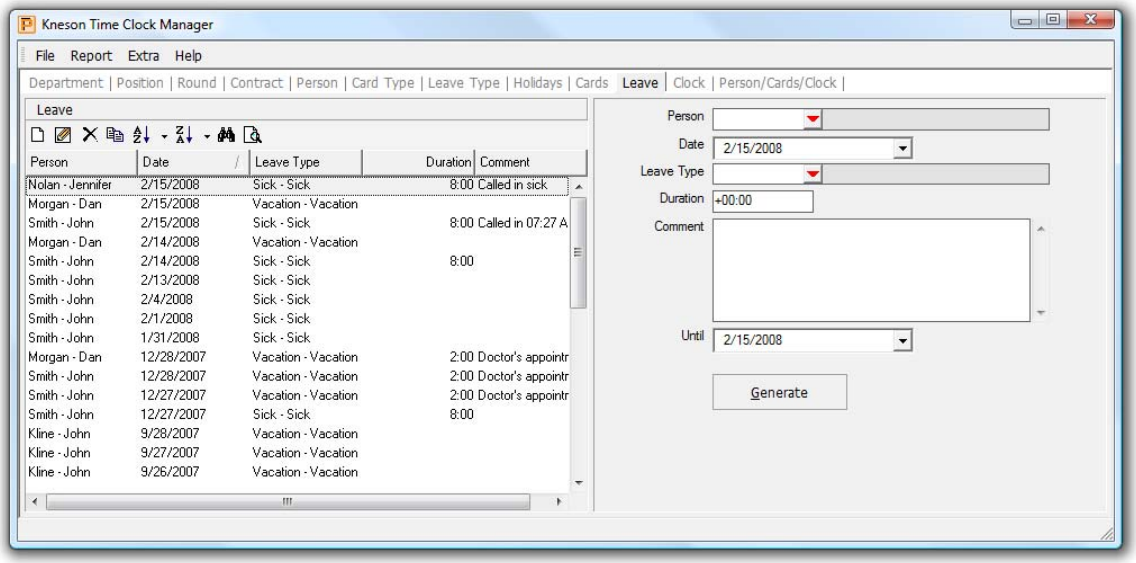
7. Click Generate to create the new LEAVE event.

Example:

Jenny calls in sick. You pull up the LEAVE Tab and enter information as follows:



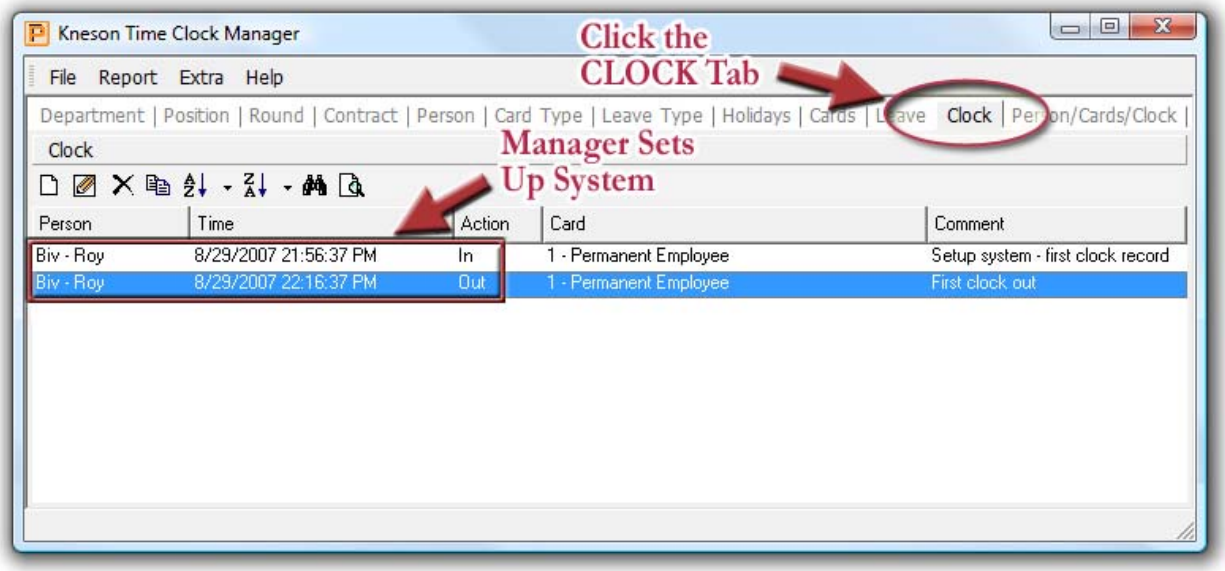
Clicking Generate immediately clears the LEAVE Generation (right) side of the LEAVE Tab and inputs a New LEAVE event in the LEAVE Management (left) side:



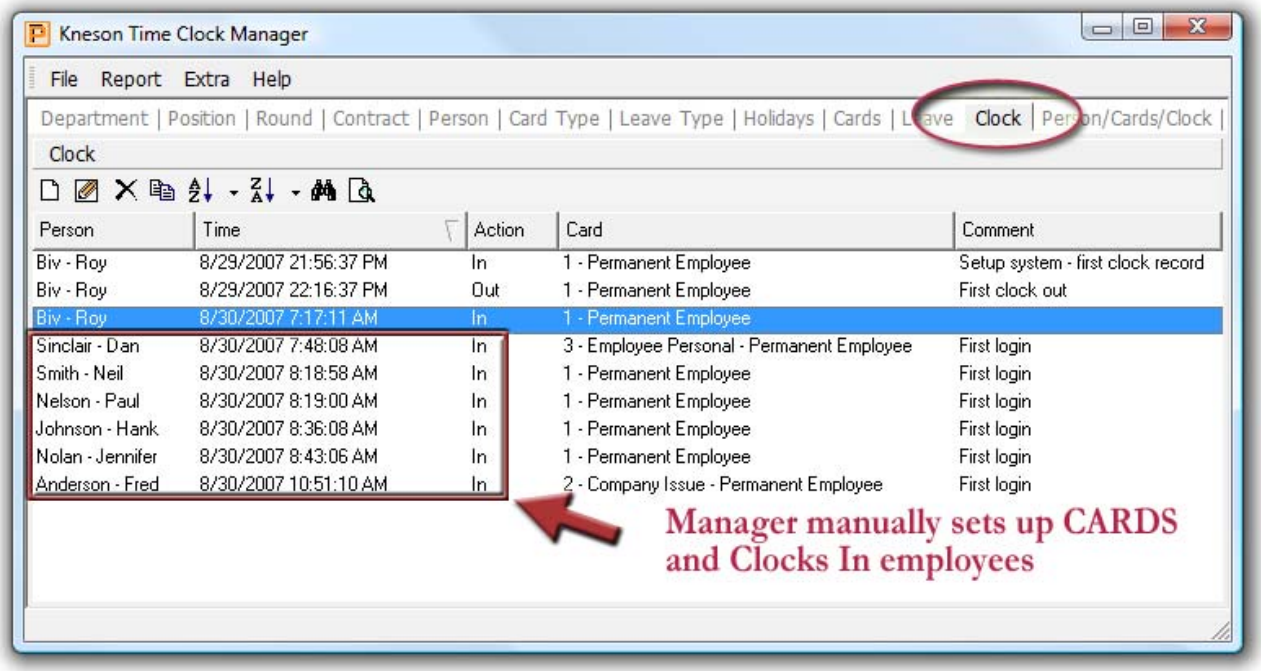
CLOCK Tab

The CLOCK TAB is for adding, editing copying and viewing real time records of employee/member's entrances and exits. To illustrate use of this Tab, consider the following example:

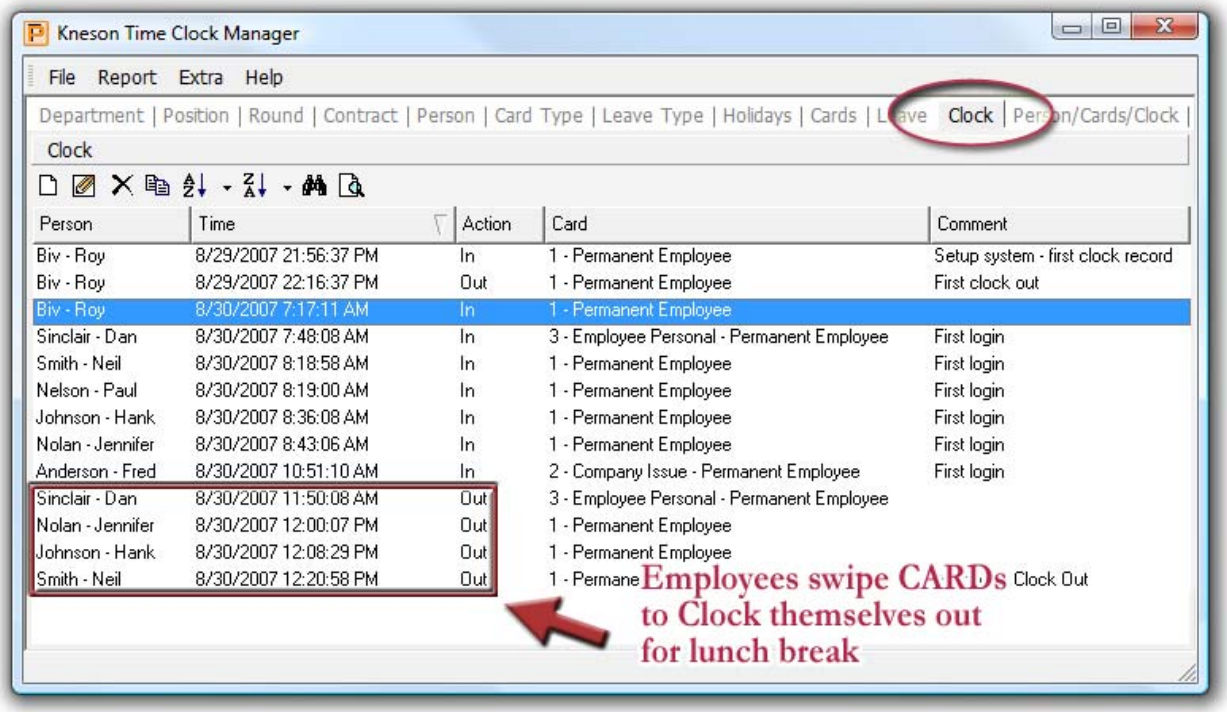
A small restaurant owner named "Roy Biv" purchases Clock Real Time and installs it the night of August 29, 2007 (8/29/2007). He clocks himself in, inputs all the data for his employees in the PERSON Tab, and clocks out and out that night in preparation to begin clocking his employees the next day:



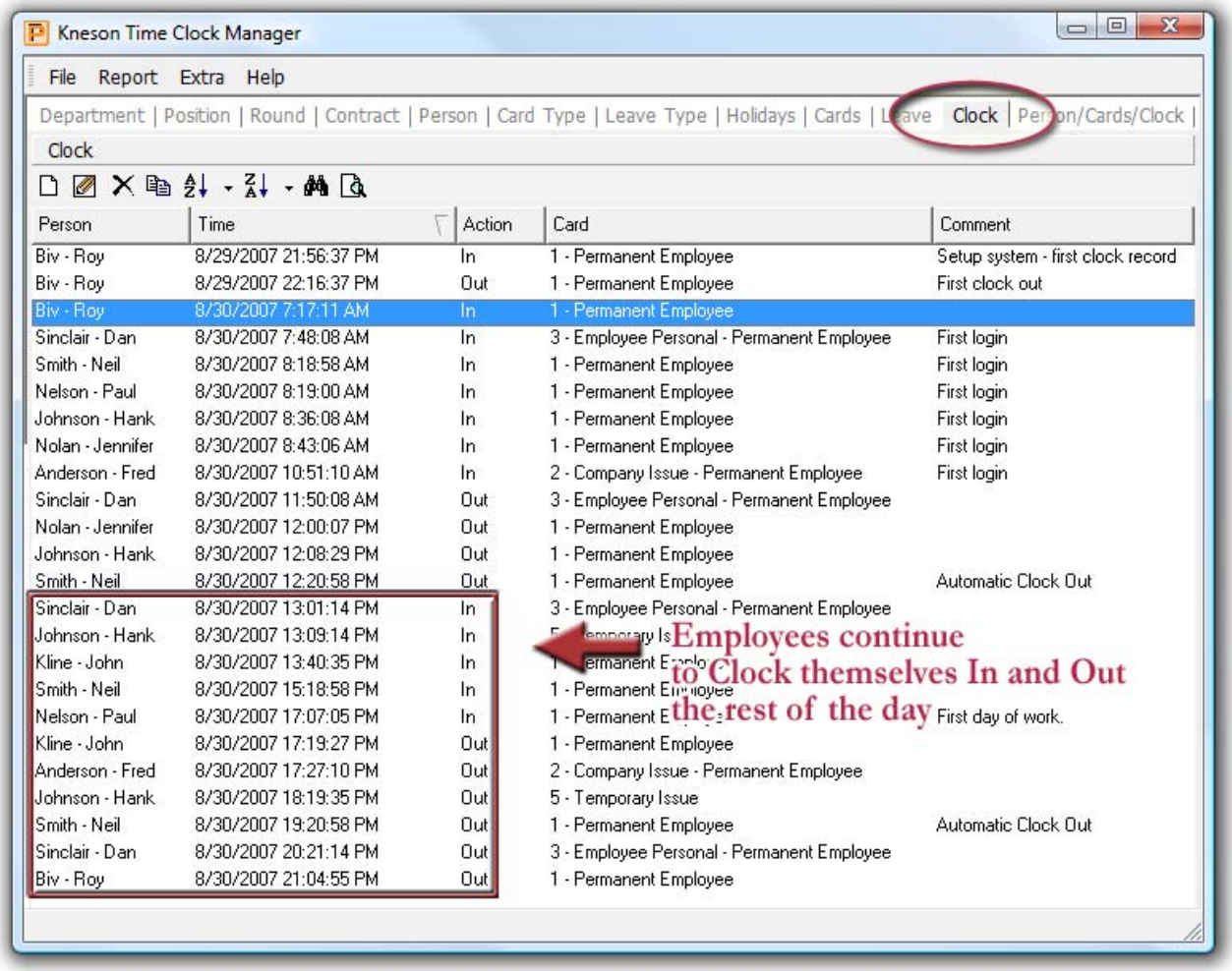
On the next day Roy clocks in first at 7:17 AM. As his staff arrives for work, he issues them a company CARD and asks each employee if they would like to maintain one of their own CARDs in the system in case they forget the one issued by the company. He issues and enters CARDs for each employee, and clocks them in for the day:



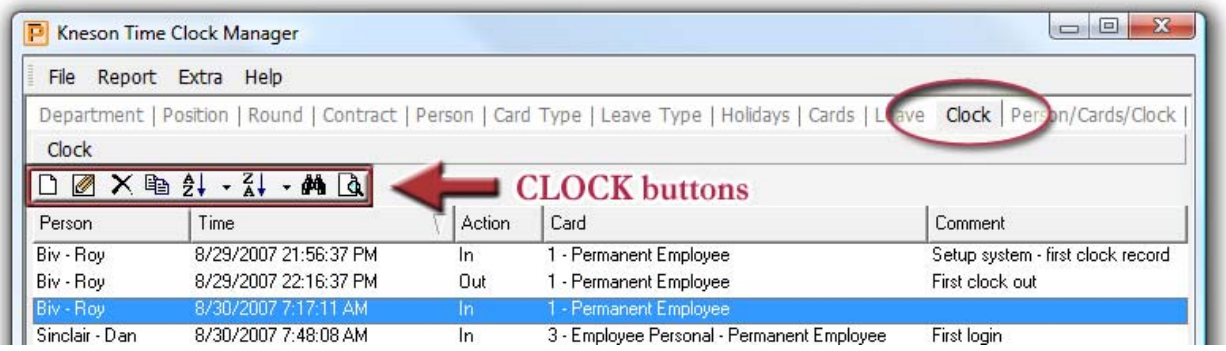
Employees now Clock <u>themselves</u> In and Out using the cards they have set up in the system, whether personal cards in their wallets or a company issued card. As employees take lunch breaks, they clock themselves Out:



Employees continue Clocking themselves In and Out to complete the first day of use. Here is the CLOCK Tab at the end of the first day in this example:

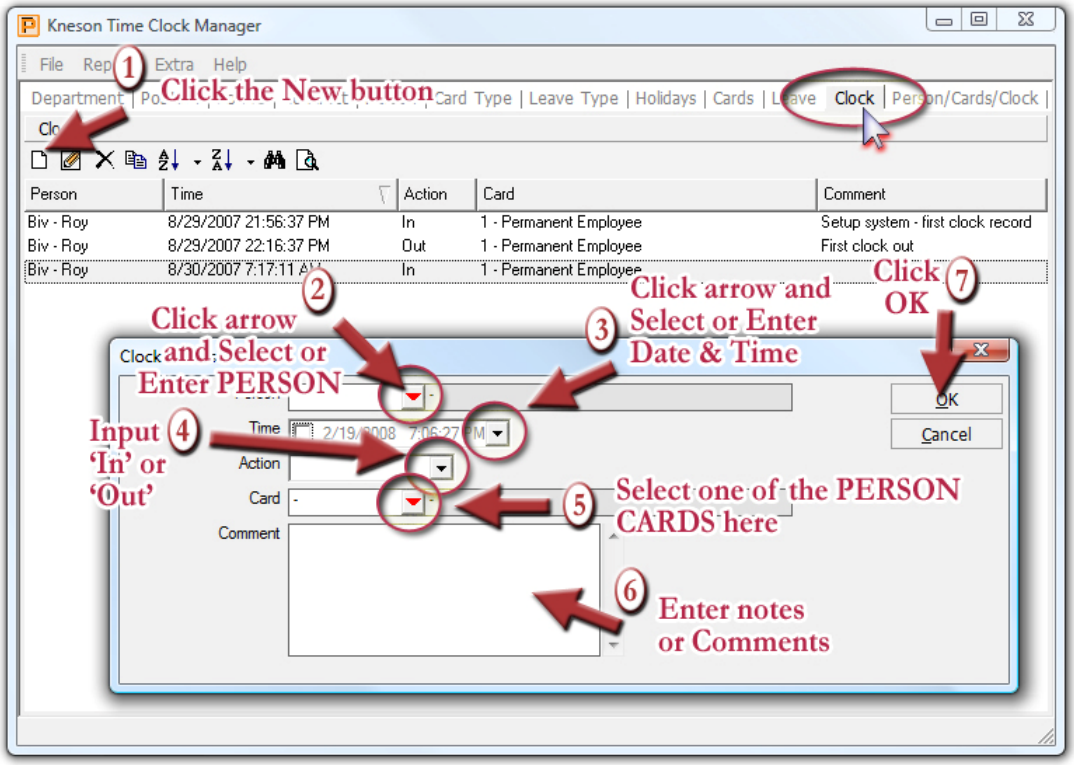


Following is a detailed explanation of the CLOCK Tab buttons:



New CLOCK

Creates new manual CLOCK event. Click the New icon and enter the new CLOCK information as follows:

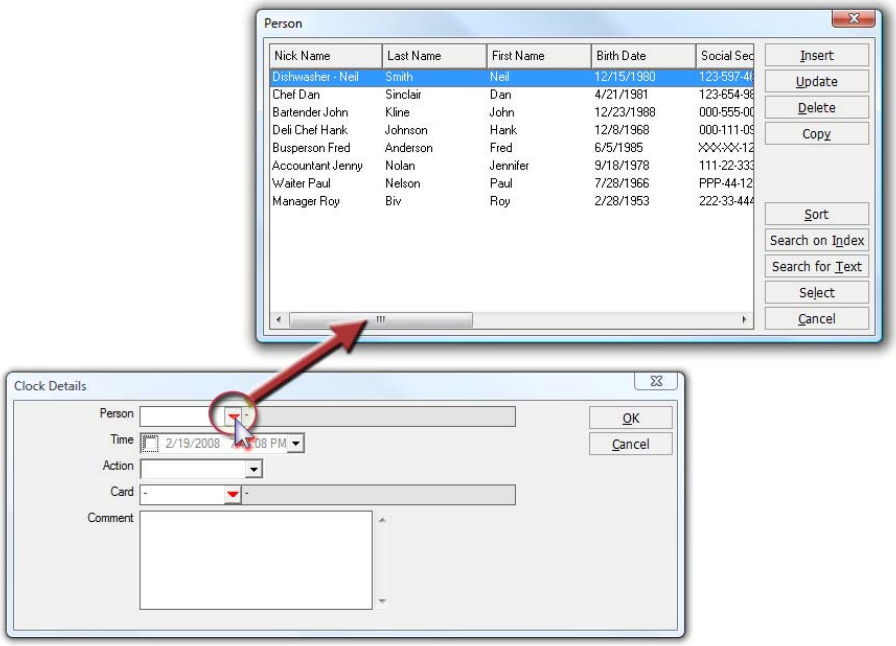


New CLOCK Steps:

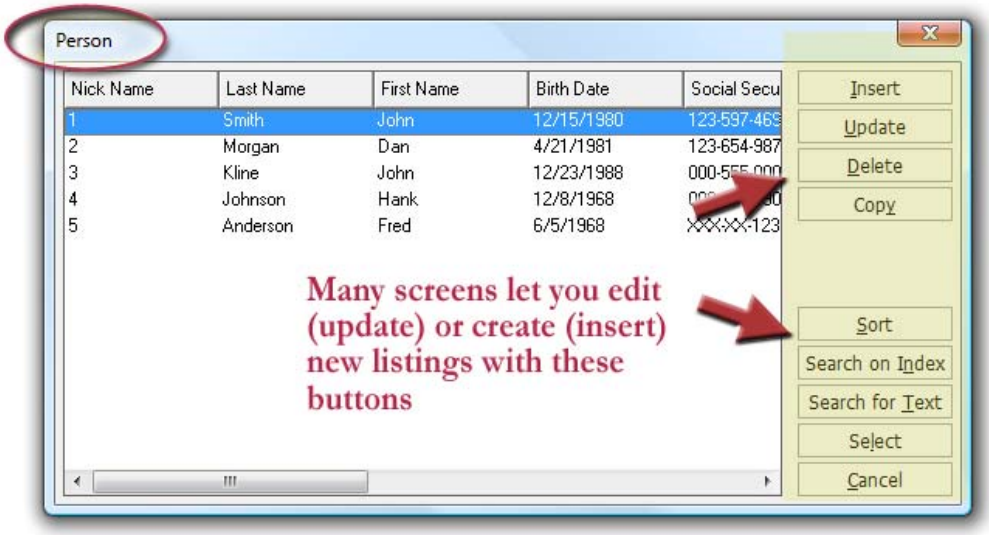
1. Click the CLOCK tab, then the New button.

   Tip: *Typing the INSERT key performs the same action as the New button when a record in the CLOCK Tab is highlighted.*

Click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.

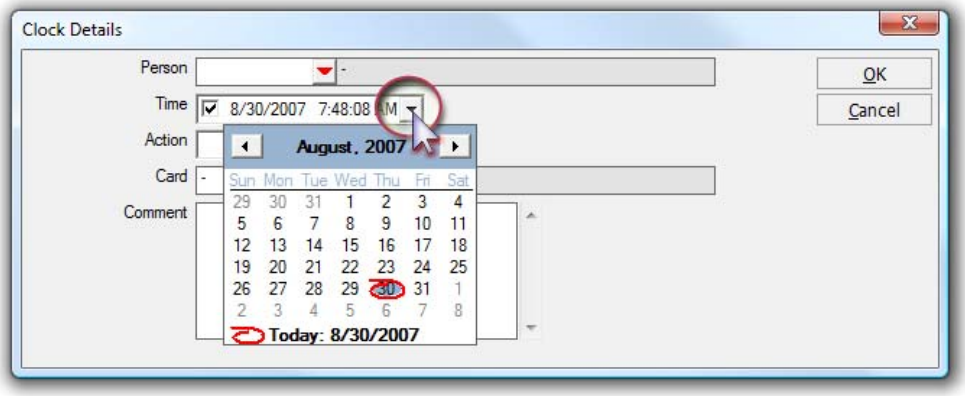


Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow (yellow highlighted area below):



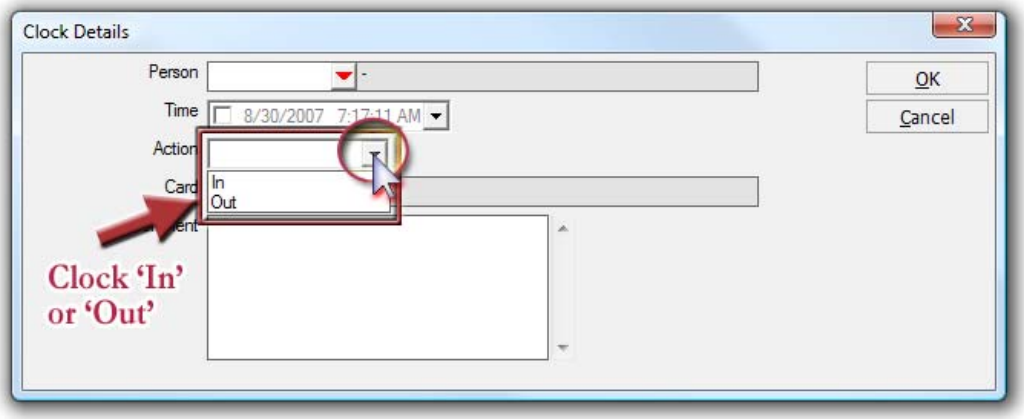
From here, you can Create a New (Insert) PERSON if the one you need isn't listed, or Edit (Update) an existing PERSON and so on. This saves time so you don't have to close out of your current entry to enter new information in another Tab.

3. Clicking the Black Down Arrow next to Time brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually.



Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

4. Select the Action of this event - either 'In' or 'Out':



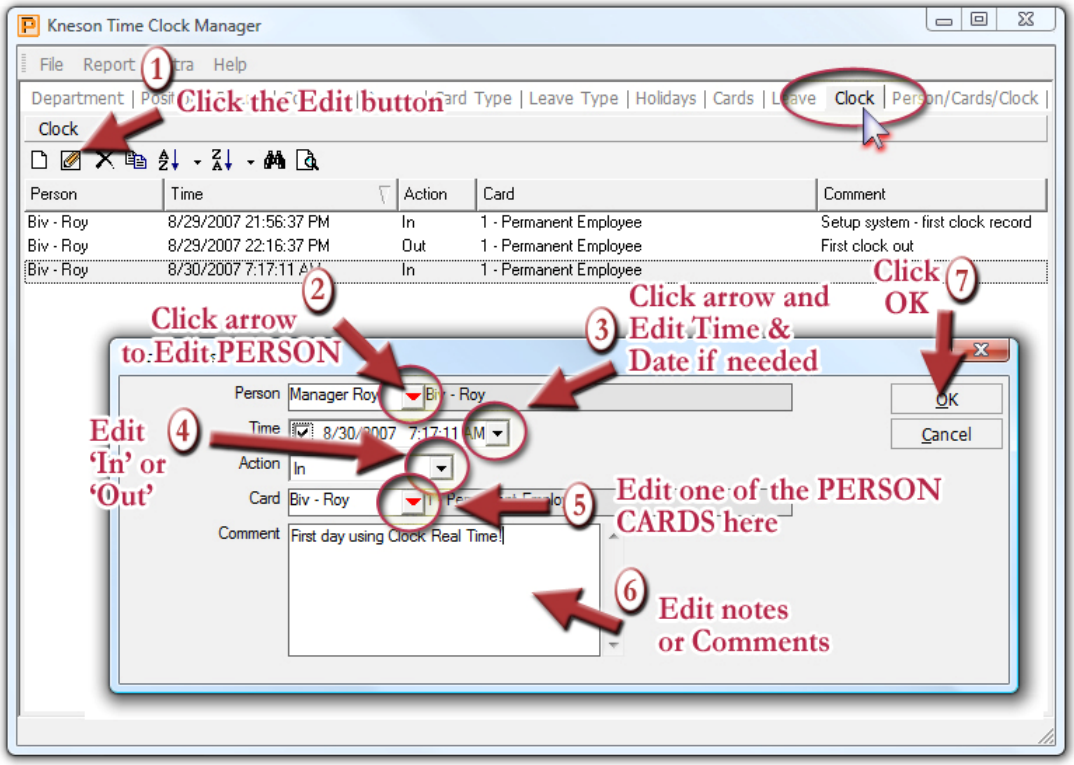
5. When manually entering "Clock" events there should be no card entered as this would indicate that the person swiped the card. If the user wants to keep track of manually entered "Clock" evens a "Card Type" of "Manual Entry" could be created.

6. Enter Comment or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

7. Click OK. You have just manually CLOCKed someone 'In' or 'Out' manually from the CLOCK Tab.

Edit CLOCK

Edits an existing CLOCK record. Click the Edit icon and edit the various CLOCK information fields as needed:

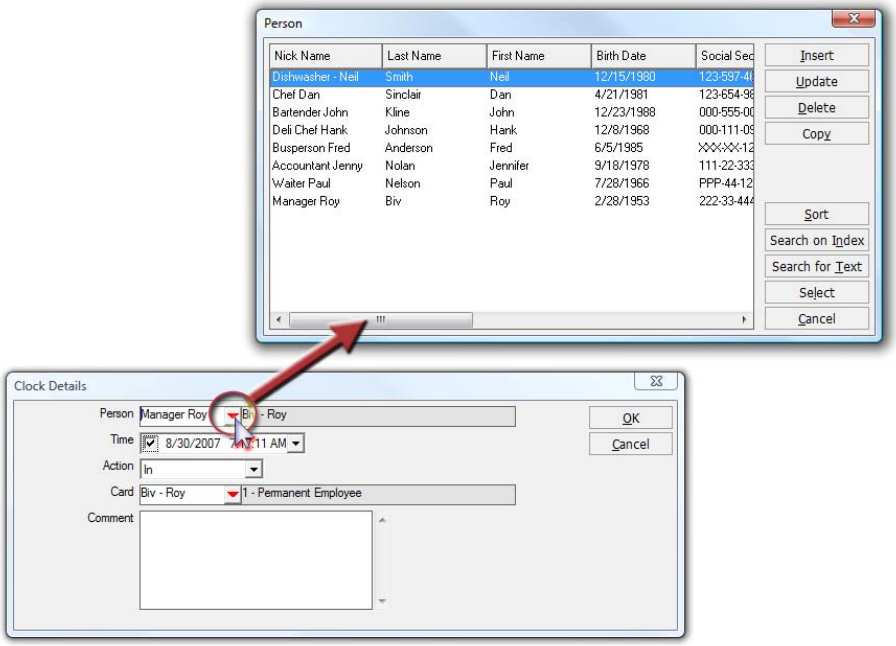


Edit CLOCK Steps:

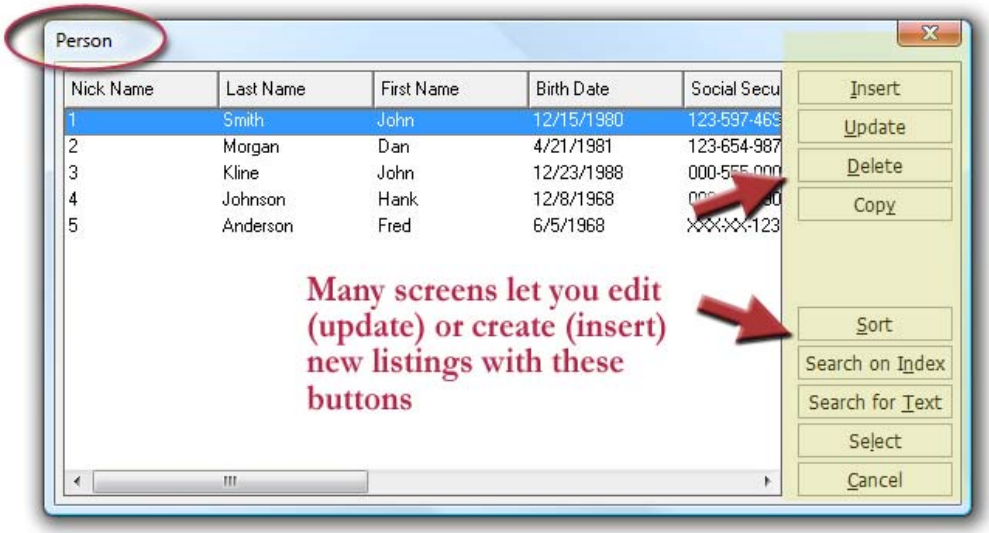
1. Click the CLOCK tab, then the Edit button.

Tip: *Typing the ENTER key performs the same action as the Edit button when a record in the CLOCK Tab is highlighted. Also, double-clicking on a CLOCK record performs the same action as the Edit button.*

To Edit the PERSON, click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.

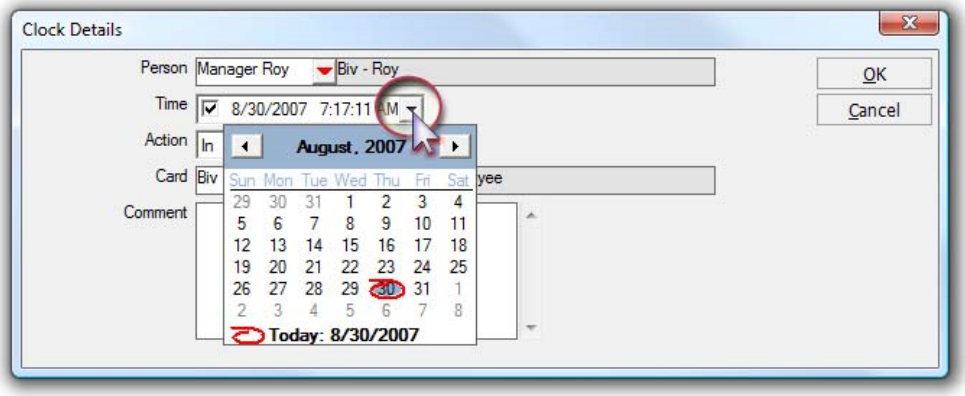


Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow (yellow highlighted area below):



3

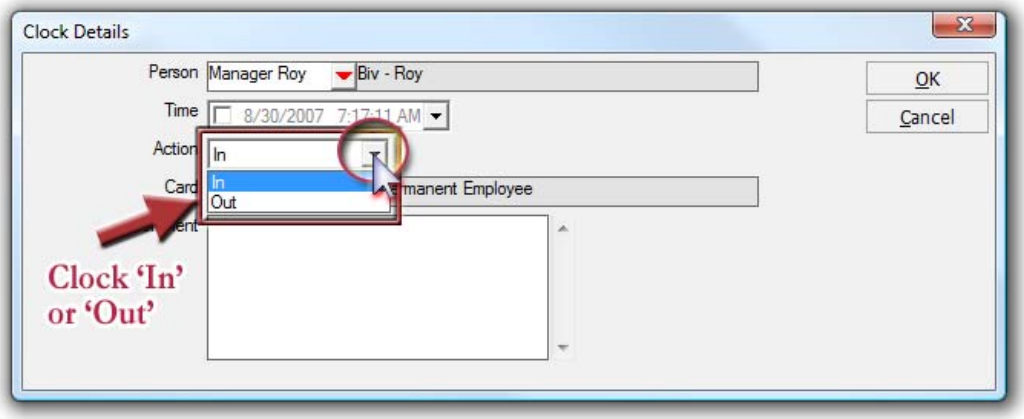
If you need to Edit the Time or Date, click the Black Down Arrow next to Time. This brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually.



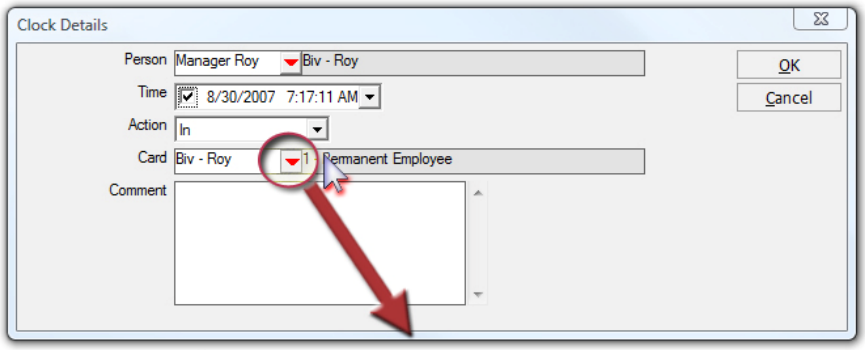
Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

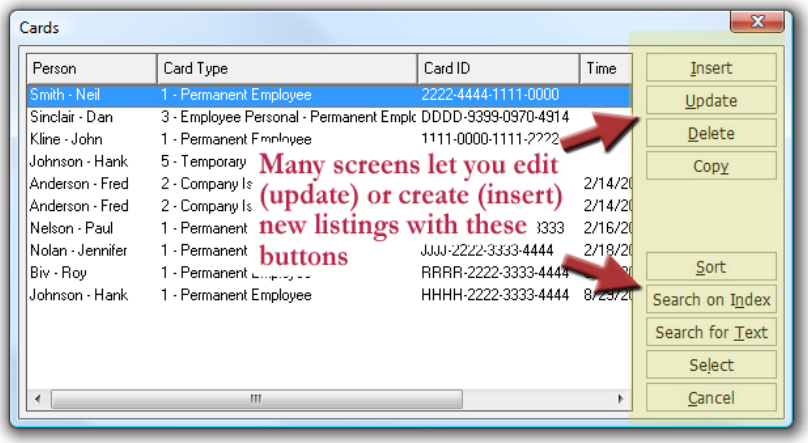
4

Edit the Action of this event - either 'In' or 'Out':



5. If you need to change the CARD, select one of the CARDs that the PERSON has on file by clicking the Red Down Arrow next to Card.





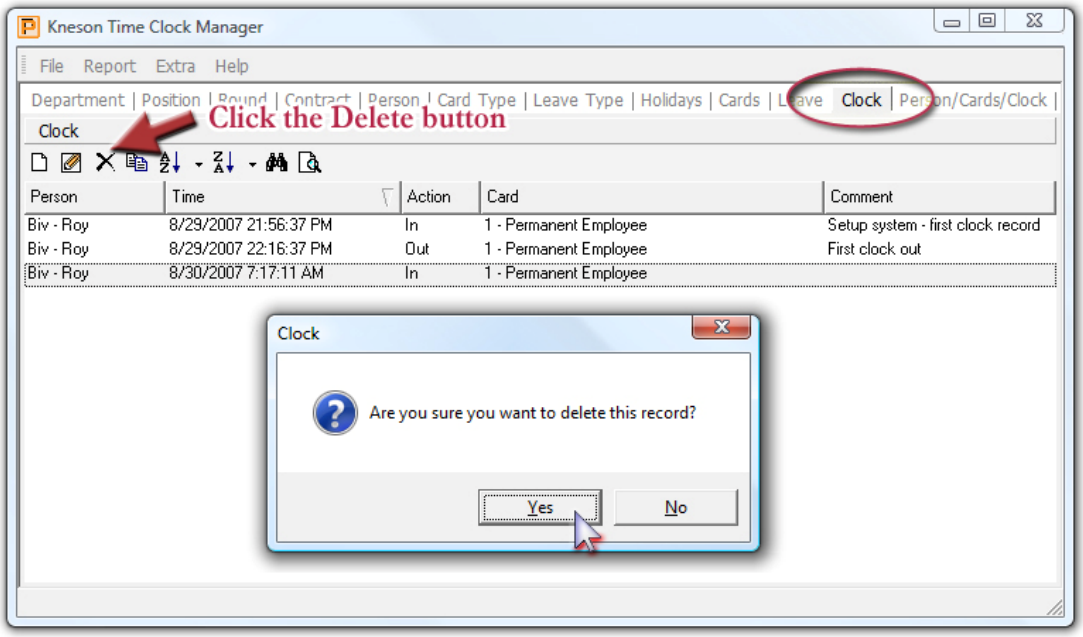
As always, you can ***Insert (New), Update (Edit), Delete, Copy, Sort and Search CARDs by clicking the buttons on the side*** in the box that appears when you click the Red Down Arrow (yellow highlighted area above).

6. Edit the Comment field or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

7. Click OK. You have just manually Edited the highlighted CLOCK record from the CLOCK Tab.

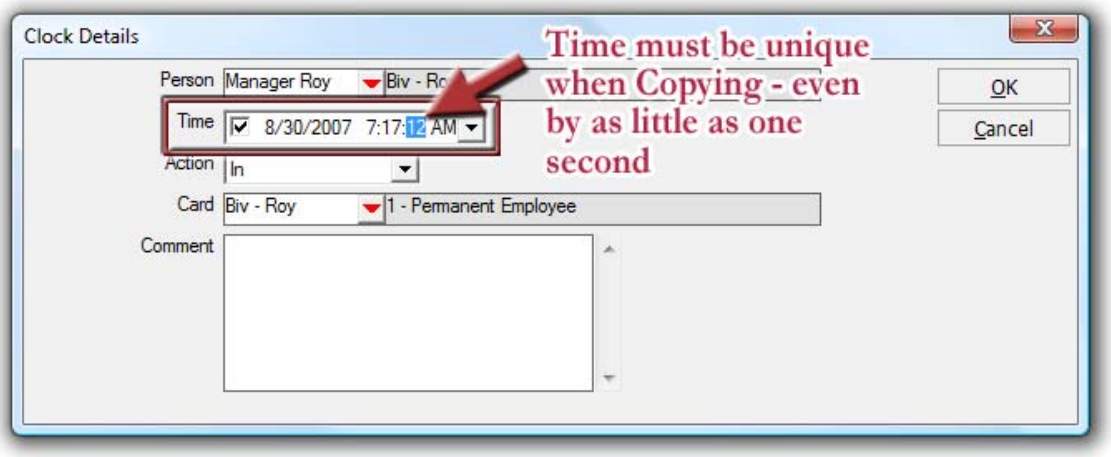
Delete CLOCK

Deletes CLOCK record. Highlight the CLOCK you want to delete. Click the Delete button to remove a CLOCK from the list. ***Be careful*** - there is no undo function for this action.

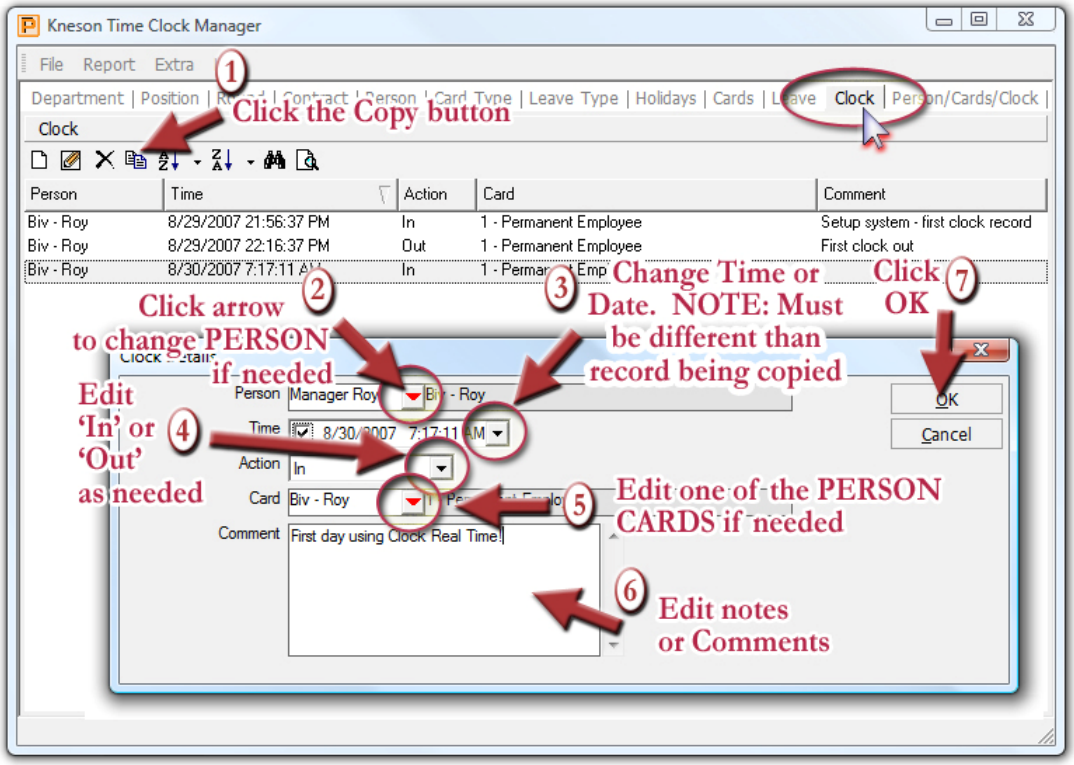


Copy CLOCK

Copies an existing CLOCK record. Click the Copy icon and edit the various CLOCK information fields as needed. ***Note:*** *Time value must be unique, even by an amount as small as one second when using the Copy command*:



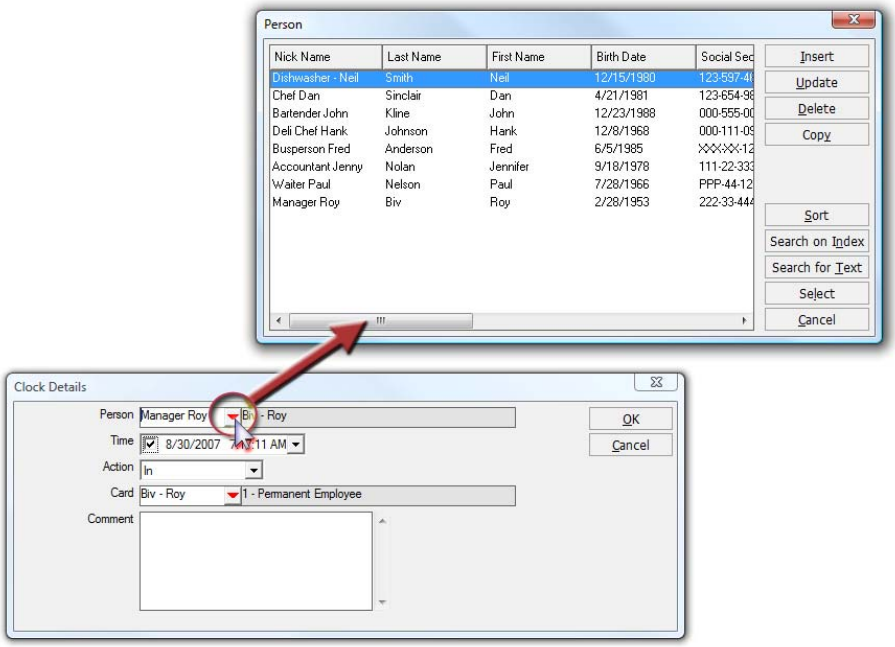
Follow these steps:



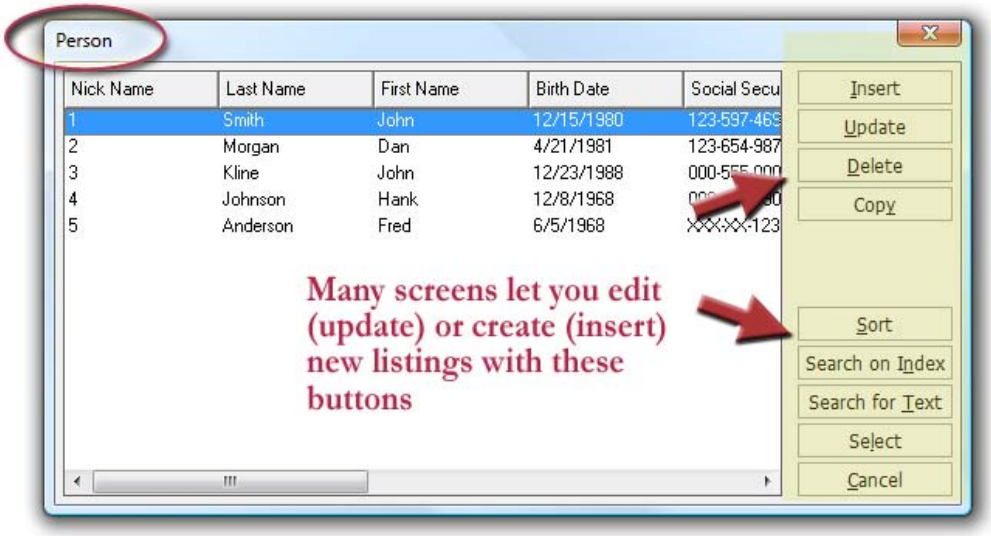
Copy CLOCK Steps:

1. Click the CLOCK tab, then the Copy button.

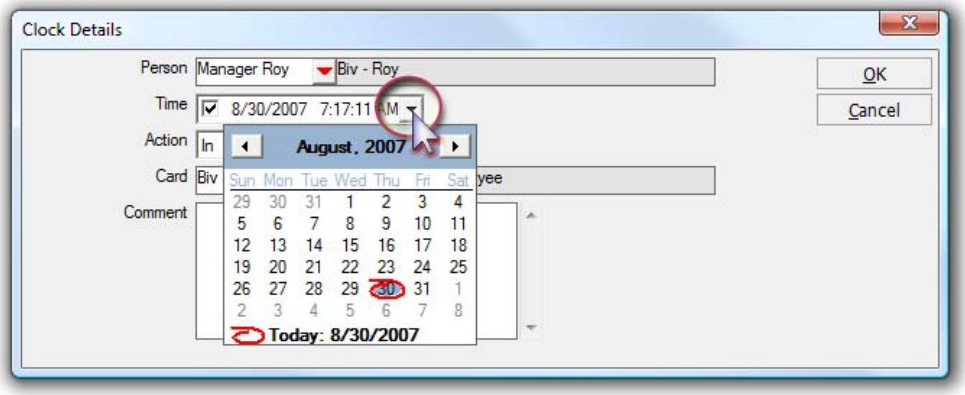
2. To change the PERSON, click the Red Down Arrow next to Person and Select, Edit (Update), Insert (New) or Copy a Person.



Note: You can Insert (New), Update (Edit), Delete, Copy, Sort and Search PERSON records by clicking the buttons on the side in the box that appears when you click the Red Down Arrow (yellow highlighted area below):

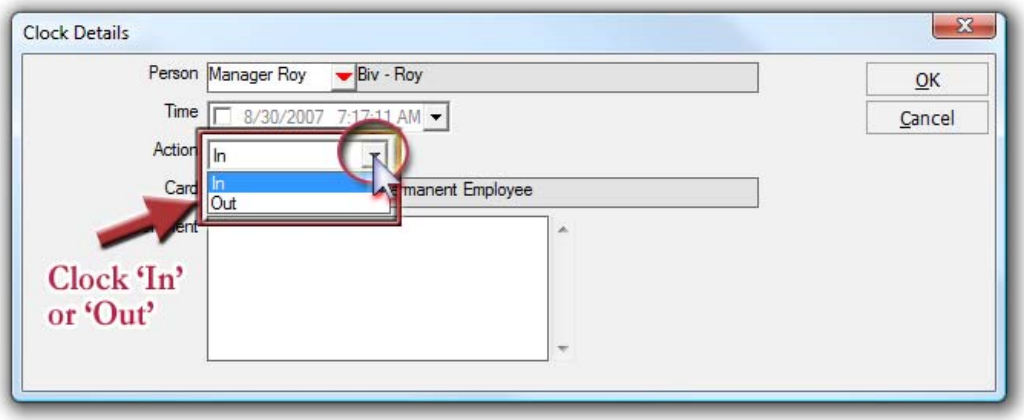


You must change the Date or Time to a new value when copying. Click the Black Down Arrow next to Time. This brings up a calendar with Today's Date highlighted. Select the Date from the calendar or type it in the date and time fields manually.

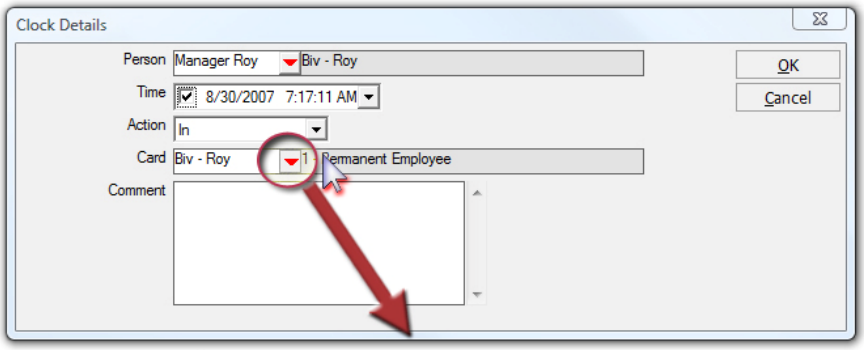


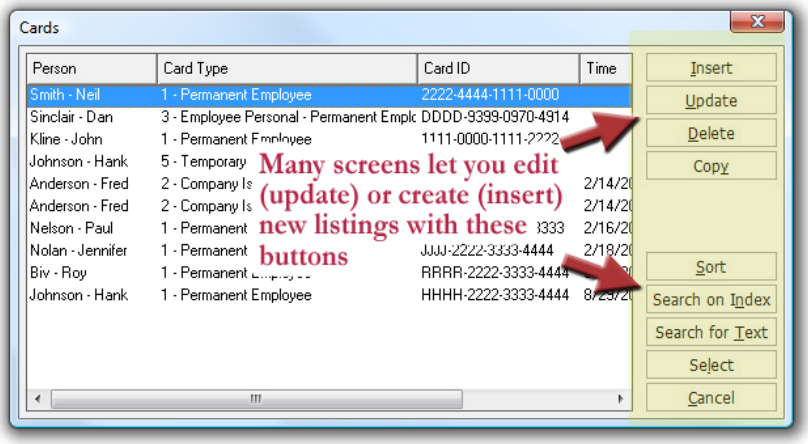
Tip: *with either the HH or MM sets of numbers highlighted, type the UP or DOWN arrow on the keyboard to scroll values without typing numbers. Type the LEFT and RIGHT arrows to move to the next field.*

4 If needed, change the Action of this event - either 'In' or 'Out':



5 If you need to change the CARD, select one of the CARDs that the PERSON has on file by clicking the Red Down Arrow next to Card.





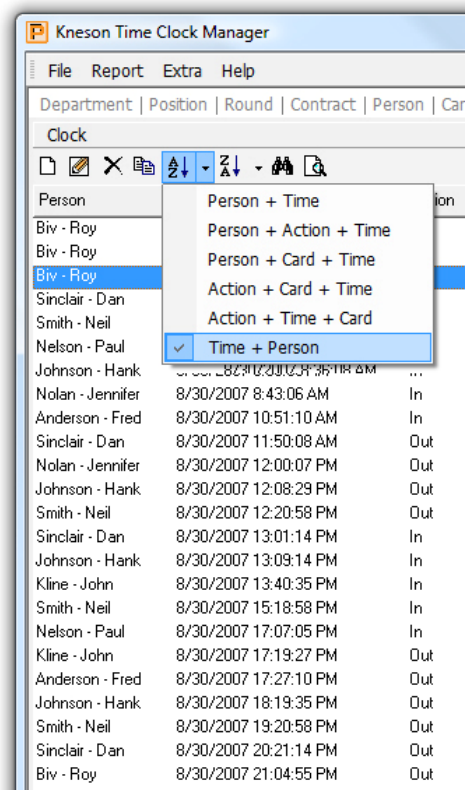
As always, you can ***Insert (New), Update (Edit), Delete, Copy, Sort and Search CARDs by clicking the buttons on the side*** in the box that appears when you click the Red Down Arrow (yellow highlighted area above).

Edit the Comment field or leave blank. ***IMPORTANT!*** *Use Comment boxes! Be as detailed as possible when entering Comments. This makes searching for items much faster.*

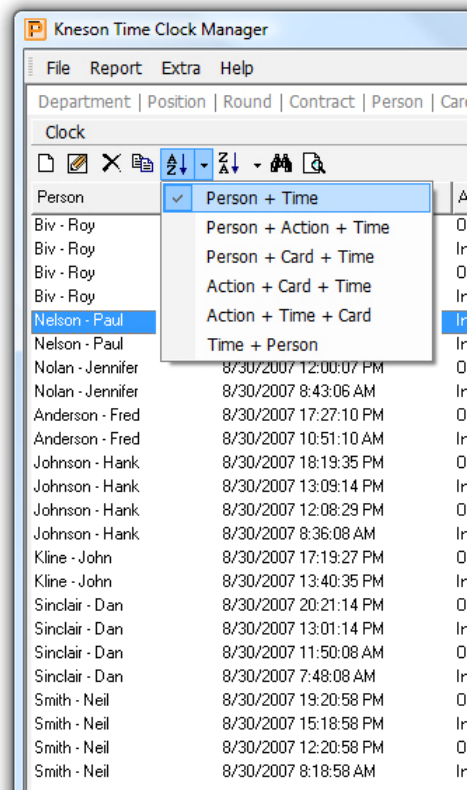
Click OK. You have just manually Copied the highlighted CLOCK record in the CLOCK Tab.

Sort CLOCK Records

Click the Sort Forward button to Sort by one of the 6 Sort profiles. The Sort CLOCK records helps you visualize CLOCK records by Time or PERSON to quickly grasp what is happening with a particular employee or get a snapshot of what is happening in your entire company:



Example: *Sorting first by Time and then by PERSON arranges the day in chronological order; all personnel events are arranged from the earliest to the latest Time.*



Example: *Sorting first by PERSON and then by Time allows you to quickly get a snapshot of each individual's attendance events.*

Sort Profiles:

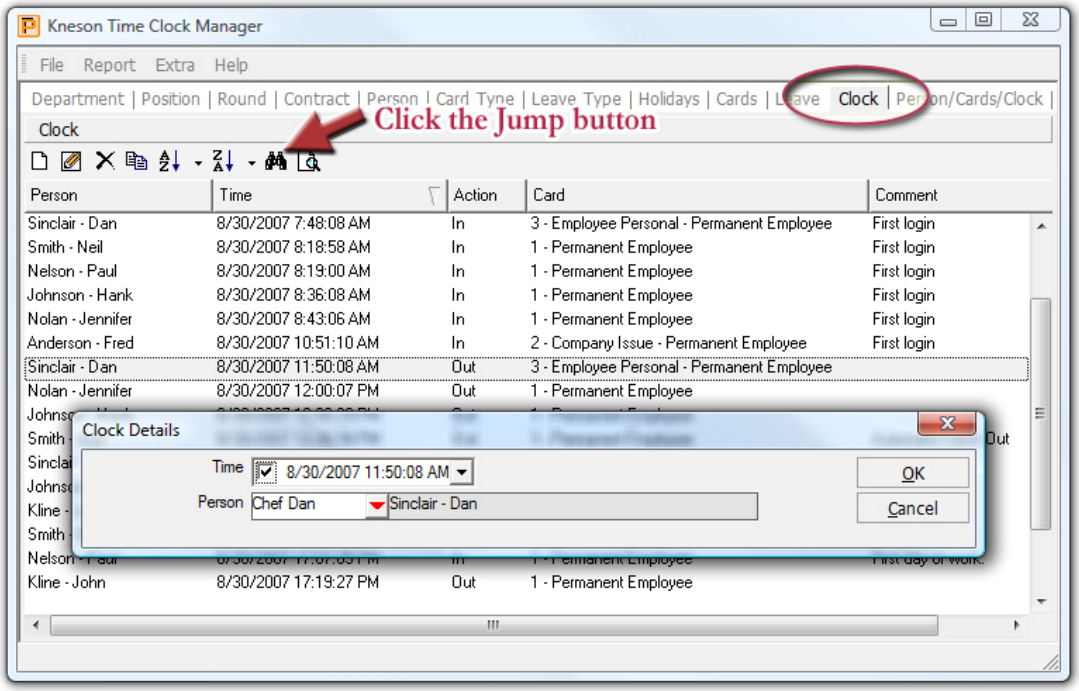
Person + Time	Sorts CLOCK records first by ***Person*** name, ***nickname first*** (nicknames not shown in the Clock Tab) then by Time numerically from earliest to latest.
Person + Action + Time	Sorts CLOCK records first by ***Person*** name, ***nickname first*** (nicknames not shown in the Clock Tab), then by ***Action*** alphabetically (whether they are Clocked 'In' or 'Out'), then by Time numerically from earliest to latest.
Person + Card + Time	Sorts CLOCK records first by ***Person*** name, ***nickname first*** (nicknames not shown in the Clock Tab), then by ***Card*** by ***Card ID***, then by Time numerically from earliest to latest.
Action + Card + Time	Sorts CLOCK records first by ***Action*** alphabetically (whether they are Clocked 'In' or 'Out'), then by ***Card*** by ***Card ID***, then by Time numerically from earliest to latest.
Action + Time + Card	Sorts CLOCK records first by ***Action*** alphabetically (whether they are Clocked 'In' or 'Out') , then by Time numerically from earliest to latest, then by ***Card*** by ***Card ID***.
Time + Person	Sorts CLOCK records first by Time numerically from earliest to latest, then by ***Person*** name, ***nickname first*** (nicknames not shown in the Clock Tab).

The Reverse Sort button Sorts the CLOCK records the exact same way only in ***reverse*** for the chosen profile.

Tip: *You can also click on column headings to sort even more rapidly.*

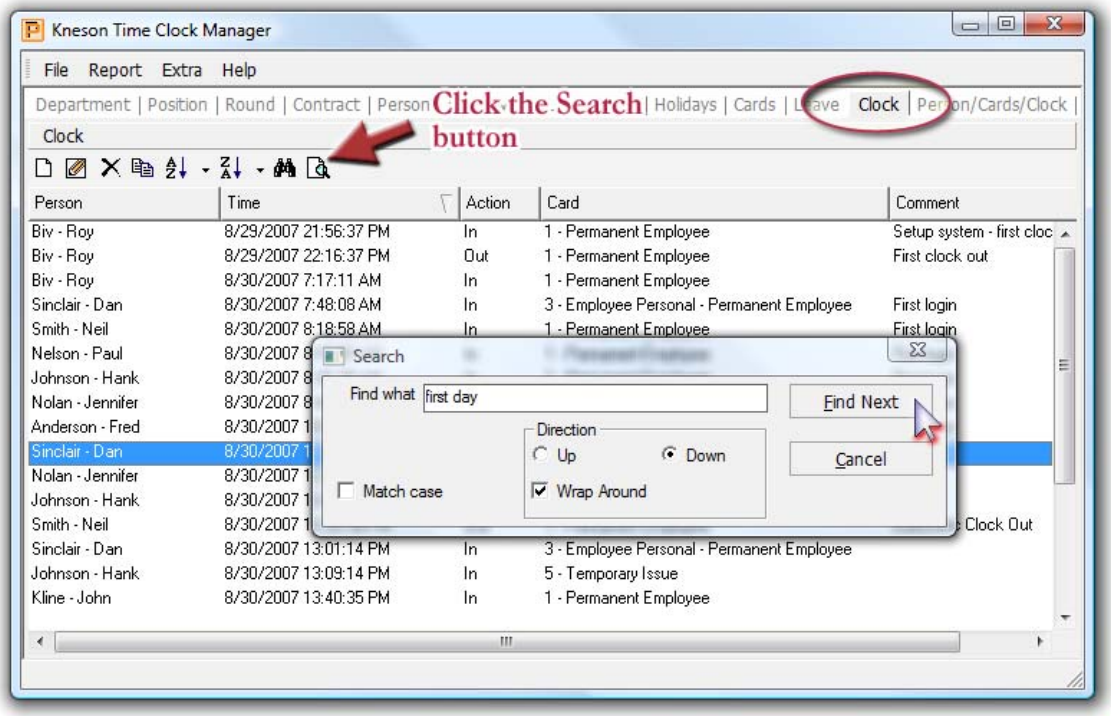
Jump to CLOCK

Jump to CLOCK record. Click this button to jump immediately to a CLOCK record in a long list. ***Tip:*** *Typing Ctrl-F on the keyboard is the same as clicking the Jump button.*



Search CLOCK

Search for any CLOCK text. Click this button to search all records and all data fields to find a CLOCK record.



The Search function in Clock Real Time is extremely powerful. It will find any text anywhere in a record, and it will find by partial wording as well.

Tip: *Typing Ctrl-S on the keyboard is the same as clicking the Search button as long as a record in the CLOCK Tab is highlighted.*